Education Relations Commission

Ontario

Numéro 22

Rapport entre le nombre des élèves et des enseignants, 1981-82

Juin, 1982

Cette publication a été rédigée par la Commission des Relations de Travail en Education dans le cadre des services qu'elle offre aux parties engagées dans des négociations, de la manière décrite dans la Loi sur les négociations collectives entre conseils scolaires et enseignants.

Cette publication a pour but:

.d'offrir, de manière neutre, des renseignements actuels et précis provenant de conventions collectives écrites, dans le but d'aider les parties durant les diverses étapes du processus des négociations.

La publication est basée sur les conventions collectives écrites négociées entre les enseignants et les conseils scolaires pour l'année de convention (septembre-août) 1981-82, qui ont été déposées à la Commission. Elle contient des clauses reprises textuellement* qui ont été extraites de ces conventions et qui ajoutent un aspect qualitatif à d'autres publications de la Commission de nature statistique.

Ce document peut être obtenu par les parties et les autres personnes intéressées qui en font la demande.

Veuillez adresser toutes les questions concernant cette publication et les demandes de renseignement supplémentaires aux:

Services des recherches
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*Dans certains cas, nous avons transcrit uniquement la partie de la clause qui se rapporte au sujet de cette publication et non de la clause entière.

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(1981-82)	N° 18	Clauses d'indemnité de Fin d'Emploi, 1980-81
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	N° 20	Horaire de tâches d'enseignement et autres, 1981-82
	N° 21	Clauses relatives à la dotation en personnel, 1981-82
	N° 22	Rapport entre le nombre des élèves et des enseignants, 1981-82

Placement des enseignants: Distribution de la grille des enseignants de l'Ontario, Totaux des enseignants et des inscriptions (31 janvier 1982)

Arbitrage des griefs : Résumés de décisions d'arbitrage concernant des litiges entre les parties, prises conformément à la *Loi sur les négociations collectives entre conseils scolaires et enseignants.*

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INTRODUCTION

Le présent dossier clauses traite des clauses relatives au rapport entre le nombre des élèves et celui des enseignants (REE) présentes dans les conventions de 1981-82 conclues entre les enseignants et les conseils scolaires en Ontario. Les lecteurs intéressés à la question de la dotation en personnel sont priés de consulter également le Dossier Clauses nº 21, Clauses relatives à la Dotation en Personnel, 1981-82.

Voici quelques-unes des tendances principales identifiées dans cette publication:

1. La proportion des clauses REE a augmenté depuis 1975-76; ces clauses figurent dans la majorité des conventions du secteur élémentaire et du secteur secondaire.

2. Environ 90% des clauses REE doivent être classées comme "obligatoires" par opposition aux clauses dont l'intention est de "donner des directives".

3. La tendance récente a été de recourir à des rapports multiples, englobant à la fois des rapports à l'échelle du système et des rapports au niveau de l'école.

4. Les niveaux des REE contractuels ont été réduits par la méthode des négociations.

5. Il n'est pas inhabituel que des conventions contiennent des clauses REE dont l'effet se prolonge au-delà de la date d'expiration du contrat.

1. Conventions analysées

Ce dossier clauses est basé sur l'analyse de 142, ou 71% des 200 conventions possibles en vigueur en 1981-82 dans les conseils scolaires du secteur élémentaire, les conseils scolaires du secteur secondaire et les conseils scolaires de comté et de district des écoles catholiques séparées.

Le Tableau 1 donne la répartition des conventions analysées selon le type de convention.

TABLEAU 1

Conventions disponibles pour l'analyse

	Elémentaires	Secondaires	C.E.S.C.	Total
Nombre total de conventions possibles pour 1981-82	76	76	48	200
Conventions analysées	54	51	37	142

2. Conventions reçues

Elémentaires	Secondaires	C.E.S.C.
Atikokan	Atikokan	Brant
Brant	Brant	Bruce-Grey
Bruce	Bruce	Cochrane - Iroquois Falls
Carleton	Carleton	Dufferin-Peel
Central Algoma	Central Algoma	Essex
Cochrane-Iroquois Falls	Cochrane-Iroquois Falls	Fort Frances-Rainy River
Dufferin	Dufferin	Frontenac-Lennox & Addington
Durham	East Parry Sound	Geraldton
East Parry Sound	East York	Haldimand-Norfolk
East York	Elgin	Halton
Elgin	Espanola	Hastings-Prince Edward
Espanola	Essex	Hearst
Essex	Etobicoke	Huron-Perth
Etobicoke	Fort Frances-Rainy River	Kapuskasing
Fort Frances-Rainy River	Geraldton	Kenora
Geraldton	Haliburton	Kent
Grey	Hamilton	Kirkland Lake
Haliburton	Hearst	Lambton
Hastings	Kapuskasing	Lanark, Leeds & Grenville
Hearst	Kent	London & Middlesex
Kapuskasing	Lake Superior	Metro Separate
Kirkland Lake	Lambton	Michipicoten
Lake Superior	Lanark	Nipissing
Lambton	Leeds & Grenville	North Shore
Lanark	London	North of Superior
Leeds & Grenville	Manitoulin	Oxford
London	Michipicoten	Peterborough, Victoria, Northumberland & Newcastle
Manitoulin	Muskoka	Prescott & Russell
Michipicoten	Niagara South	Sault Ste. Marie
Middlesex	Nipigon-Red Rock	Simcoe
Muskoka	Nipissing	Timiskaming
Nipissing	North Shore	Timmins
North Shore	North York	Waterloo
Northumberland & Newcastle	Ottawa	Welland
North York	Peterborough	Wellington
Oxford	Prescott & Russell	Windsor
Peel	Red Lake	York Region
Perth	Renfrew	
Peterborough	Sault Ste. Marie	
Prince Edward	Scarborough	
Red Lake	Stormont, Dundas & Glengarry	
Sault Ste. Marie	Sudbury	
Scarborough	Timiskaming	
Stormont, Dundas & Glengarry	Timmins	
Sudbury	Toronto	
Timiskaming	Waterloo	
Timmins	Wellington	
Toronto	Wentworth	
Waterloo	Windsor	
Wellington	York Borough	
Wentworth	York County	
Windsor		
York Borough		
York Region		

3. Fréquence des clauses

La proportion des clauses relatives au rapport entre le nombre des élèves et celui des enseignants a, selon le Tableau 2, plus que doublé depuis 1975-76 pour chaque type de convention. Ces clauses figurent maintenant dans la majorité des conventions du secteur élémentaire et du secteur secondaire.

TABLEAU 2

Fréquence des conventions contenant des clauses de Rapport Élèves-Enseignants, pour des années choisies: 1975-76, 1978-79,1981-82

	Année de convention		
	1975-76	1978-79	1981-82
	% (nbre)	% (nbre)	% (nbre)
Type de convention			
Elémentaires	22.4 (17)	39.5 (30)	51.9 (28)
Secondaires	31.6 (24)	57.9 (44)	66.7 (34)
C.E.S.C.	10.4 (5)	25.0 (12)	27.0 (10)
Total	23.0 (46)	43.0 (86)	50.7 (72)

4. Nature des clauses, 1981-82

a) Définition de "Enseignant"

Aux fins du calcul du REE, près de 80% des conventions, quel que soit leur type, définissent le terme "enseignant". Voici quelques exemples:

> "the maximum ratio includes all persons covered by this Agreement except those teachers acting as consultants, teachers on secondment for 1 year, teachers on Education Improvement Leave or Leave of Absence." (Durham Elementary)

> "The Pupil-Teacher Ratio for the school year 1980-81 and 1981-82 shall not exceed 20.0:1 (September 30 projected enrolments, K = .5), excluding the Special Education Coordinators, French Co-ordinator, and Media Centre Coordinator." (Essex Elementary)

"For the purposes of calculating the P.T.R., the number of teachers shall be determined by using the following criteria:

(i) Each member of OPSMTF or FWTAO hired on a full-time basis (10/10) shall be counted as one (1)

(ii) Each member of OPSMTF or FWTAO hired on a part-time basis (less than 10/10) shall have his/her time pro-rated.

(iii) Each teacher teaching a partially elementary and partially secondary timetable shall be pro-rated accordingly for the elementary portion of his/her timetable.

NOTES: (i) Sections (i) and (ii) include principals, vice-principals, central office staff and all teachers attached to the schools.

(ii) Central office members of OPSMTF and FWTAO who share duties between the elementary and secondary panels shall for P.T.R. and seniority purposes be attached to the elementary panel for their local central office assigned time, i.e., full-time (10/10), part-time pro-rated." (Leeds and Grenville Elementary)

b) Base utilisée pour calculer le REE

Les REE peuvent être calculés sur la base des inscriptions probables, des inscriptions effectives, ou d'une certaine combinaison de ces deux méthodes. On perçoit actuellement une tendance se dirigeant vers les calculs recourant à la fois aux inscriptions probables et aux inscriptions effectives. En 1976-77, 15.4% des clauses REE recouraient à la fois aux deux méthodes de calcul, contre 50% en 1981-82.

Le Tableau 3 indique, par type de convention, les variantes utilisées pour calculer le REE.

TABLEAU 3

Base pour le calcul du REE, 1981-82

	Type de convention					
	Elémentaires		Secondaires		C.E.S.C.	
	%	(nbre)	%	(nbre)	%	(nbre)
Inscriptions prévues	14.3	(4)	8.8	(3)	10.0	(1)
Inscriptions effectives	25.0	(7)	14.7	(5)	30.0	(3)
Les deux	46.4	(13)	64.7	(22)	10.0	(1)
Non spécifié	14.3	(4)	11.8	(4)	50.0	(5)
Total	100.0	(28)	100.0	(34)	100.0	(10)

c) REE obligatoire en opposition avec REE donné comme directive

Les clauses REE peuvent être classées en clauses obligatoires et clauses donnant des directives. Une clause obligatoire stipule qu'un conseil scolaire "devra" nommer le personnel dans le système sur la base du rapport entre le nombre des élèves et celui des enseignants, tandis qu'une clause donnant des directives se contentera de déclarer que le conseil devra "tenter" d'observer les exigences en matière de personnel, souvent sous réserve des possibilités financières, du personnel et des salles de classes disponibles et ainsi de suite. Environ 90% des clauses REE présentes dans les conventions collectives de 1981-82 sont obligatoires. Cette proportion de clauses obligatoires et de clauses donnant des directives est demeurée pratiquement inchangée depuis 1975-76 (voir Tableau 4).

TABLEAU 4

Fréquence des REE obligatoires par rapport aux REE donnant des directives pour des années choisies: 1975-76, 1978-79, 1981-82

	Année de convention		
	1975-76	1978-79	1981-82
	% (nbre)	% (nbre)	% (nbre)
Obligatoires	91.3 (42)	89.5 (77)	90.3 (65)
Directives	8.7 (4)	10.6 (9)	9.7 (7)
Total	100.0 (46)	100.0 (86)	100.0 (72)

d) Nombre de rapports

Quoique la majorité des clauses REE mentionnent un seul rapport, la tendance semble se diriger vers des rapports multiples (voir Tableau 5).

TABLEAU 5

Nombre de rapports, pour des années choisies: 1976-77, 1981-82

	Année de convention	
	1976-77	1981-82
	% (nbre)	% (nbre)
Un seul	70.8 (34)	55.6 (40)
Deux ou plus	10.4 (5)	31.9 (23)
Non spécifié	18.8 (9)	12.5 (9)
Total	100.0 (48)	100.0 (72)

e) Cadre de référence

Quand la convention cite un seul rapport entre le nombre des élèves et celui des enseignants, le REE s'applique en général au système entier; d'un autre côté, quand plusieurs rapports sont indiqués, nous en trouvons en général un pour chaque école ou un pour chaque catégorie importante d'écoles (par ex. écoles de formation professionnelle, centres d'initiation au travail, immersion en français etc.). Certaines conventions combinent des REE à l'échelon du système et des REE à l'échelon de l'école. Ainsi par exemple les écoles secondaires de Renfrew ont un REE à l'échelon du système de 16.80:1 pour l'année scolaire 1981-82, plus les REE suivants au niveau de l'école: Arnprior 17.15, Champlain 17.44, Fellowes 15.77, Mackenzie 17.04, Madawaska 16.44, Opeonog 16.57, Renfrew 17.00. La tendance actuelle semble se diriger vers des clauses REE combinées applicables à la fois au niveau du système et au niveau de l'école (voir Tableau 6).

TABLEAU 6
Cadre de référence pour les REE
Années choisies: 1979-80, 1981-82

	Année de convention	
	1979-80	1981-82
	% (nbre)	% (nbre)
A l'échelon du système	69.2 (45)	58.3 (42)
Conseil scolaire	6.1 (4)	2.8 (2)
Combinaison des méthodes ci-dessus	13.8 (9)	31.9 (23)
Autre	1.5 (1)	1.4 (1)
Non spécifié	9.2 (6)	5.6 (4)
Total	100.0 (65)	100.0 (72)

f) Rapport fixe contre Rapport variable

Certaines conventions prévoient des rapports fixes par lesquels le conseil scolaire s'engage à ne pas laisser dépasser une limite déterminée par le REE, par exemple 17.0:1. D'autres établissent un éventail ou une tolérance qui permet au REE de varier entre, disons, $17.0 \pm .3$:1 avant que des enseignants puissent être engagés ou être déclarés en surnombre. La tendance actuelle semble orientée vers

des rapports fixes (voir Tableau 7). En d'autres termes, les conventions auxquelles une clause REE a été ajoutée récemment contiennent dans la plupart des cas le type de rapport fixe.

TABLEAU 7

Rapport fixe contre Rapport variable,
pour des années choisies: 1976-77, 1981-82

	Année de convention	
	1976-77	1981-82
	% (nbre)	% (nbre)
Fixes	45.8 (22)	55.6 (40)
Tolérance	35.4 (17)	31.9 (23)
Non spécifié	18.8 (9)	12.5 (9)
Total	100.0 (48)	100.0 (72)

g) Autres tendances

Outre les tendances dont nous avons déjà discuté, il existe trois autres tendances importantes qui devraient également être identifiées. Tout d'abord, il est devenu actuellement courant qu'après avoir été insérés dans une convention collective, les rapports élèves - enseignants soient abaissés dans les négociations subséquentes.

Deuxièmement, nous avons constaté un intérêt accru pour la planification à long terme. Ceci ne se constate pas seulement dans la tendance à conclure des conventions valables pour plusieurs années, mais se reflète dans le fait que certaines clauses - souvent traitant de la dotation en personnel ou du REE - restent en vigueur après la date d'expiration de la convention. Ainsi par exemple, une convention d'une année valable pour 1981-82 peut contenir une clause REE applicable à l'année scolaire 1982-83. Au total, environ 40% des conventions contenant des clauses REE prolongent la durée de ces dernières au-delà de la date d'expiration du contrat.

Troisièmement, comme les conventions collectives deviennent plus complètes à la suite de l'addition de clauses concernant le nombre des effectifs dans les classes, les tâches d'enseignement et le surnombre/excédent, la tendance actuelle consiste à intégrer ces différents problèmes avec des clauses REE déjà existantes ou nouvellement ajoutées. Parfois le REE est rendu obligatoire, et en cas de conflit avec l'application des clauses, il reçoit la priorité sur d'autres conditions de travail soumises à des directives. En d'autres cas, la convention est assouplie en permettant des amendements ou des modifications moyennant certaines éventualités. La convention des écoles secondaires de Windsor pour 1981-84 est un exemple de ce dernier cas. L'Article 10.01 (e) (i) prévoit qu'un REE doit être fixé entre 16.5:1 et 16.8:1. Toutefois, si un REE de cet ordre aboutirait à faire déclarer des enseignants en surnombre, ce REE devra être modifié, mais dans certaines limites. L'Article 10.01 (e) (ii) permet un ajustement maximum dans le plancher du REE de la manière suivante: 16.5:1 en 1981-82, 16.3:1 en 1982-83 et 16.1:1 en 1983-84 et 1984-85. Ce genre d'imbrications de conditions de travail apparentées devient de plus en plus fréquent dans les négociations entre enseignants et conseils scolaires.

Carleton Elementary, 1980-82

Article 16 - STAFFING

16.01 (a) Pupil-Teacher Ratio (PTR) shall be defined as:

$$R = \frac{P}{T}$$

P Number of full-time equivalent students as of 30 September

T Number of equivalent full-time, assigned in-school teachers on contract as of 30 September

This will include Principals and Vice-Principals.

16.02 The PTR for the school year 1980-81 is stipulated as being 19.54 $\pm$ .2:1.

Effective for the school year, 1981-82, the PTR shall be 18.80 $\pm$ .2:1.

The T.F.C. recognizes the right of the Board to add teachers outside of the PTR in order to meet program requirements or other special needs and such additional teachers shall be used in the PTR calculation.

16.03 The teachers shall be free to grieve on or after 15 October should the Board fail to have the minimum number of teachers employed as of 30 September to meet the PTR measurement called for under Sections 16.01 and 16.02.

Durham Elementary, 1980-82

5.14 Staff Complement - P.T.R.

a) (i) During the school year 1980-81, the Pupil-Teacher Ratio shall not exceed 23.0:1.

(ii) During the school year 1981-82, the Pupil-Teacher Ratio shall not exceed 22.0:1.

b) (i) The maximum ratio includes all persons covered by this Agreement except those teachers acting as consultants, teachers on secondment for 1 year, teachers on Educational Improvement Leave

c) For purposes of calculating the maximum ratio, all students will be counted as one.

d) A summary of the student and staff complement shall be forwarded by the Director of Education to the Secretary of the Durham Economic Policy Committee at any time on request.

e) (i) The minimum staff complement for 1980-81 shall be the number of teachers under contract to The Durham Board of Education on September 30, 1980.

(ii) The minimum staff complement for 1981-82 shall be the number of teachers under contract to the Durham Board of Education on September 30, 1981.

f) (i) If either at September 30 or December 15, 1980, the Pupil Teacher Ratio exceeds 23.01:1 the Board shall increase the staff complement with qualified teachers to bring the Pupil-Teacher Ratio to or Below 23.0:1.

(ii) If either at September 30 or December 15, 1981, the Pupil-Teacher Ratio exceeds 22.0:1 the Board shall increase the staff complement with qualified teachers to bring the Pupil-Teacher Ratio to or below 22.0:1.

g) Staff allocations to schools within each family shall be made by the Superintendent and Principals in the family. Allocations shall be subject to review and amendment by the Director or designate. Allocations to individual schools shall be based on size of school and program needs.

East York Elementary*, 1981-82

Article 37 - STAFFING COMMITTEES

37.01 Staff Allocation Committee shall be established and shall consist of one representative appointed by each of the Branch Affiliates and two representatives appointed by the Board.

37.02 The Staff Allocation Committee shall:

(a) meet to discuss and monitor the application of the Staff Allocation Formula, and

(b) receive reports from the schools regarding Staff Deployment, and

(c) report to the Branch Affiliates and the Board.

37.03 The Staff Allocation Committee shall normally meet on a monthly basis or more frequently on the call of either party to this Agreement.

37.04 In addition to the time required to attend Staff Allocation Committee meetings, each Teacher member of the Staff Allocation Committee shall be released from instructional duties without loss of salary, Sick Leave Credits, seniority, Teaching Experience and benefits for up to a total of ten school days in the 1981-82 school year. When necessary the Teacher shall be replaced by a certified occasional teacher pursuant to Article 49.

37.05 By the last school day in June, each Branch Affiliate shall advise the Board of its appointee to the Staff Allocation Committee for the succeeding year.

37.06 The Board recognizes the right of the staff of each school to establish a School Staff Committee.

37.07 The Composition of such a committee and its function should reflect the needs of the particular school.

37.08 The duties of the School Staff Committee shall be reviewed and determined by the staff early in September.

37.09 The staff generated by formula shall normally be deployed within each school in accordance with borough-wide criteria. In each school, the principal and staff or the School Staff Committee shall periodically review the size of classes, the

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* Staffing provisions from other Elementary Boards in Toronto have been omitted to conserve space. These provisions can be obtained from the ERC upon request.

composition thereof, the deployment of staff, and report any serious strain to the Staff Allocation Committee.

37.10 Acknowledging that many factors are involved in the staffing process, the following criteria are to be used as a guideline:

Junior Kindergarten	20 students per one half day
Kindergarten	25 students per one half day
Primary Division	25 students
Junior and Intermediate Division	30 students

37.11 The maximum class size of Special Education classes is determined by Ministry regulations. Actual class size is determined by the composition of the class, taking into account student needs, based on factors such as behaviour learning disabilities and ability to adjust to the school situation.

37.12 In the event that the Branch Affiliates conduct an elementary staffing survey, the Board will allow for the dismissal of the students in the school 30 minutes before regular closing to carry out the survey. The Branch Affiliates shall provide the Board with the complete results of the survey as soon as possible after the results have been compiled.

Article 38 - STAFFING LEVELS, 1981-82

38.01 The number of Teachers to be employed by the Board during the term of this Agreement shall be the number determined by the application of the formulae set forth in Article 39. This shall not preclude the Board from employing Teachers above the formulae number.

38.02 In the application of the formulae in Article 39 the use of the word "enrolment shall refer to enrolment data reported to the School Board by the Board for the last school day in September of the staffing year unless otherwise qualified or designated in this Agreement.

38.03 The formulae used to calculate the number of Teachers are not prescriptive of the use which the Board may make of such Teachers. The Board may use its allocated staff as it sees fit in order to satisfy its own educational needs.

38.04 The number of Teachers provided for the Board as established in Article 38 shall not include consultants, assistant coordinators, co-ordinators or Teachers centrally employed who do not provide service directly to students. Teachers on any kind of leave as of September 30 in a school year, whether paid or unpaid, shall not be included if such leave is intended to last more than 85 days beyond September 30, but occasional teachers employed to replace such Teachers shall be counted in the number of Teachers. The provisions in this clause concerning leaves shall not apply to leaves for federation business referred to in Article 33.

38.05 The number of Teachers allocated to the Board for Metro-wide special education programs shall be determined by the School Board and reported to the Board and Branch Affiliates.

Article 39 - STAFF ALLOCATION FORMULA

39.01 Classroom staff shall be the total of the following:

Grade Level Classification	Staffing Rate per 1000 Classroom Enrolment
Junior Kindergarten	50.0
Senior Kindergarten	40.0
Grades 1-3	41.1
Grades 4-6	36.9
Grades 7-8	41.6

and shall be based upon the classroom enrolment which shall be determined as follows:

(a) The classroom enrolment for junior and senior kindergarten shall equal the F.T.E. junior and senior kindergarten enrolments respectively for September of the staffing year.

(b) The F.T.E. Enrolments for September of the staffing year for grades 1 to 3 summed, grades 4 to 6 summed and grades 7 and 8 summed shall be reduced prorata by the total calculated special education enrolment as determined in 39.08 (b) (iii) to give the classroom enrolment for each of the three grade level classifications.

39.02 Other school staff shall be:

1.25 staff per education unit; plus
3.20 staff per 1000 junior enrolment; plus
5.30 staff per 1000 intermediate enrolment

and shall be based upon the F.T.E. Enrolment and the number of education units as reported to the School Board by the Board for September of the staffing year.

(a) The number of schools of each classification in the Board shall be multiplied by the following factors:

School Type Classification	Factor
J.K. to Grade 6	1.00
Senior or Middle	1.00
J.K. to Grade 8	1.10
Composite Elementary	1.50
Junior High School	0.67

(b) The sum of the factored schools from 39.02 (a) shall be the number of education units for the purpose of allocating other school staff.

(c) The sum of F.T.E. Enrolments for September of the staffing year for all grades below the level of grade 7 shall be the junior enrolment for the purposes of allocating other school staff.

(d) The sum of F.T.E. Enrolments for September of the staffing year for all grades above the level of grade 6 shall be the intermediate enrolment for the purposes of allocating other school staff.

39.03 (a) The inner city enrolment for the Board shall be the result of multiplying the greater of the Total Enrolment for September for the year previous to the staffing year or the Total Enrolment for September of the staffing year by the Inner City Percentage of the Board for the staffing year and rounding to the nearest whole number.

(b) The staff allocated by the innter city sub-formula shall be:

4.4 staff per 1000 inner city enrolment

39.04 Local program staff shall be:

5.0 staff plus 1.6 staff per 1000 F.T.E. Enrolment

39.05 (a) The "French enrolment" of the Board shall be determined as the full-time equivalence of French language instructional time of students who received at least 135 minutes per day of instruction in the French language as reported by the Board for September of the year previous to the staffing year.

(b) French program staff shall be:

3.0 staff per 1000 French enrolment

39.06 The enrolment decline staff shall be:

2.0 staff per 1000 enrolment decline
plus
0.7 staff per percentage decline

and shall be determined as follows:

(a) The enrolment decline shall be the result of substracting the F.T.E. Enrolment for the

staffing year from the F.T.E. Enrolment of the previous year, if the result is a number greater than zero.

(b) The percentage decline shall be the result of multiplying the enrolment decline as determined in 39.06 (a) by the constant 100 and dividing the result by the F.T.E. Enrolment of the year previous to the staffing year and rounding the result to the nearest one-tenth of a percent.

39.07 (a) The staff allocated for English-as-a-Second Language/Dialect (E.S.L./D.) purposes in a school year shall be determined by the application of the formula outlined in 39.07 (a) to 39.07 (f) using the registration data collected in the 48 months up to and including December 31 of the year previous to the staffing year.

(b) Each immigrant student registering in an elementary school or grade 7 or 8 of a junior high school shall be multiplied by a factor according to geographic origin as follows:

Geographic Origin	Entered into Canada Prior to School Registration	
	1-12 months	13-24 months
Europe, Asia, Africa, South America, Central America	1,000	.500
North America, British Isles, Australia and New Zealand	.150	.075
Pacific Islands, East Indies West Indies	.850	.425

(c) The factored registrations from 39.07 (b) shall be furthered weighted corresponding to the time elapsed since the student originally registered in the public elementary school system in Metropolitan Toronto.

Effective for the school years from September 1, 1981 to August 31, 1983

Chronological Time of Registration	Weight
January to June four years ago	.050
July to December four years ago	.100
January to June three years ago	.150
July to December three years ago	.200
January to June two years ago	.250
July to December two years ago	.750
January to June one year ago	1.250
July to December previous	1.750

(d) The sum of the factored and weighted registrations as determined in 39.07 (c) shall be divided by one-half the sum of the weights as outlined in 39.07 (c) to determine the total weighted registrations.

(e) The staff allocated by the E.S.L./D sub-formula shall be:

35.0 staff per 1000 total weighted registrations as determined in 39.07 (d).

39.08 (a) The special education sub-formula shall be based upon calculated special education enrolment as calculated in 39.08 (b). This enrolment shall be based only upon the sum of F.T.E. Ernolments for grades 1 to 8 inclusive.

(b) The calculated special education enrolments shall be determined as follows:

(i) an inner-city based incidence rate shall be generated by multiplying the average inner city incidence rate as set out in column 2 of 39.08 (d) by the Inner City Percentage of the Board and

dividing by the weighted average Inner City Percentage of all boards of education in Metropolitan Toronto and the result rounded to the nearest two *decimal places*;

(ii) the inner city based rate determined in 39.08 (b) (i) shall be added to the overall incidence rate as set out in column 3 of 39.08 (d) to determine the total special education incidence rate for the Board;

(iii) the incidence rate as determined 39.08 (b) (ii) shall be multiplied by the greater of the F.T.E. Enrolments (grades 1 to 8 inclusive) for the September previous to the staffing year or for September of the staffing year and this result divided by the constant 1000 and rounded to the nearest whole number to produce the calculated special education enrolment.

(c) The calculated special education enrolment is determined in 39.08 (b) shall be multiplied by the staffing rate as set out in column 4 of 39.08 (d) and divided by the constant 1000 to determine the special education subformula staff allocation.

(d) (1)

(1)	(2) Incidence Rates Per 1000		(3)	(4) Staffing rate per 1000 Calculated Sp.
School Year	Inner-City		Overall Rate	Ed. Enrolment
1981-82	8.8		41.2	118
1982-83	9.5		46.5	120

39.09 The staff allocated by the January enrolment adjustment subformula shall be:

25.0 staff per 1000 weighted enrolment changes as determined in sub-clause (b) and shall be determined as follows:

(a) The staff allocated to the Board shall be adjusted to allow for probable changes in enrolment levels during the school year.

(b) The changes in F.T.E. Enrolment between the last school day in September and the last school day in January in each of the three school years previous to the staffing year shall be weighted as follows:

September to January F.T.E. Enrolment Change	Weight
three school years ago	0.30
two school years ago	0.33
previous school year	0.37

Article 40 - PROCEDURES FOR IMPLEMENTING STAFFING LEVELS

40.01 The Board shall make every reasonable effort to employ 100% of its staff allocation based on September actual enrolments by September 30 or as soon after this date as feasible.

40.02 The Board shall forward to the Branch Affiliates by October 20 a preliminary report on the calculation of the staffing levels based on September actual enrolments.

40.03 The Board shall foward to the Branch Affiliates by December 15 a final report on the final calculation of the staffing levels based on September actual enrolments together with a report of the actual staff employed as of the last school day of September, October and November.

Article 41 - STAFFING FOR THE YEAR FOLLOWING TERMINATION OF THIS AGREEMENT

41.01 The number of Teachers to be employed by the Board for the school year commencing September 1, 1982 shall be determined by the application of the formulae as set out in Article 39.

41.02 The Board and Branch Affiliates agree to include the staffing provisions referred to in 41.01 in the collective agreement next following this Agreement.

Article 46 - TEACHING ASSIGNMENT

46.01 Every effort shall be made in each school to allocate the teaching assignment as equitable as possible with the following factors in mind:

(a) number of courses
(b) number of grades
(c) composition of classes (ages, ability levels, etc.)
(d) size of classes
(e) number of different classes
(f) number of teaching areas
(g) number of pupil-teacher contacts.

46.02 Where a Teacher feels the assignment is unreasonable, the situation may be referred to the principal and staff or School Staff Committee for review and adjustment. Failing modification, the situation may be reported to the appropriate assistant superintendent and Branch Affiliate for further consideration.

Essex County Elementary, 1980-82

13.01 (a) The Pupil-Teacher Ratio for the school year 1980-81 and 1981-82 shall not exceed 20.0:1 (September 30 projected enrolments, K. = .5), excluding the Special Education Co-ordinators, French Co-ordinator, and the Media Centre Co-ordinator.

It is agreed that this clause shall be implemented without a reduction in support staff.

Grey County Elementary, 1980-82

27.02 Schools with less than 300 total enrolment may add one staff to that for which it is eligible under 23:1 staffing ratio.

27.03 The pupil-teacher ratio for schools with 300 or more (exclusive of educational assistants, special education resource teachers, consultants, co-ordinators) should not exceed 22.5:1 for regular day school classes Grades 1 - 6. (Tolerance of 2% either way based on the actual September 30 enrolment.)

27.04 For senior public schools and for students in the Intermediate Devision in K-8 schools providing instruction in instrumental music, industrial arts and home economics, the student to staff ratio shall be about 22:1.

27.05 The student to staff ratio for Especial Education classes shall be according to the Regulations of the Ministry of Education.

27.06 The student to staff ratio for Trainable Mentally Retarded schools shall be according to the Regulations of the Ministry of Education.

27.07 (a) The student to staff ratio for Kindergarten shall be about:

(i) half day 10:1 - 20:1 (Tolerance of 3 students per session either way based on the actual September 30 enrolment).

(ii) full day 21:1 - 40:1 (Tolerance of 3 students per session either way based on the actual September 30 enrolment).

(b) Where the enrolment exceeds that stated in 27.07 (a) (i) or (ii), the principal at the discretion of the Director or his designate may create an additional class if sufficient classroom space exists or, if not, may add additional staff to the existing Kindergarten class(es).

27.08 *NEW* In addition to staff generated under clauses 27.02 to 27.07 inclusive 10 (ten) teachers will be engaged. Deployment of these teachers will be at the discretion of the Director for the purpose of meeting current system educational priorities. Deployment will take place after consultation with the Presidents of the Branch Affiliates.

Hastings Elementary, 1980-82

STAFFING:

The established method of determining staff will remain unchanged for the life of this contract.

STAFFING UNITS
SCHOOLS FOR TRAINABLE RETARDED CHILDREN
(Based on an average class size of 12 students

	Wm.R. Kirk	Bridgewater	L'Amable
O.P.E. - Sept., 1978	118	30	114
Weighted O.P.E. - Sept., 1978	179.2	42.6	22.8
Staffing Units based on Weighted O.P.E.	14.93	3.55	1.9
Principal	1.00	.75	.5
Vice-Principal	1.00	0	0
Home Economics	. 5	0	0
Industrial Arts	. 5	0	0
Totals	17.93	4.30	2.4
Adjustments (see note below)	.50	0	0
Totals	17.43	4.30	2.4
Proposed Staffing Units, Sept., 1978	17.5	4.25	2.50

Note: (a) Vice Principal at W.R. Kirk will teach half time, so a further reduction of .5 Staffing Units could be made.

FUNCTION - INSTRUCTION
PROGRAM - STAFFING

DESCRIPTION

Units of Professional Strength formulae provide staff in a fair and equitable manner to Elementary and Secondary Schools.

The formulae are composed of a number of Factors intended to allot teaching strength in accordance with program needs and emphasis.

Teacher Responsibilities may include Out-of-Class Duties.

ELEMENTARY

The factors used in calculating the number of Units of Professional Strength are as follows:-

FACTORS	ELEMENTARY
Average Class Size	25 Students Grades 1 - 3 32 Students Grades 4 - 8
Special Education	20 Students for Improvement or Special Education Teacher + 2 Teachers per A.S.G. + 4.5 Staffing of S.L.D. Classes
Kindergarten	40 Half-time Students 1 Teacher
Teacher Responsibilities	100%
Principal	.4 Staff for 100 Students .2 for each additional 100 1.0 Maximum
Vice-Principal	.1 per 100 Students
Library-Resource Teacher	.1 per 100 Students with minimum of 0.5
Guidance	.1 per 100 Students
Department Heads	-----
Industrial Arts & Home Economics	.5 Teacher for full-time program in each subject
Conversational French	.08 per 30 Students
Small School Factor	1.0 for Schools under 300 Students

February 28, 1977
Effective September 1981, an elementary school with grade 7 and 8 students will be staffed with a Vice-Principal, notwithstanding the possibility that the enrolment in some schools may be less than 300 students; not to apply to schools whose enrolment drops below 150 students.

Kapuskasing Elementary, 1981-83

16.01 During the term of this agreement, the P.T.R. will not be changed without consulting the staff, comprised of a committee of the Principal of each school and a representative from each of the teacher Federation.

Kirkland Lake Elementary, 1981-83

20.01 The Board agrees to establish a pubil-teacher ratio which shall not exceed 18.3 to 1 as of September 30, 1981. The ratio shall be determined by actual full-time equivalent enrolment divided by the actual full-time equivalent certified staff. Should the actual full-time equivalent enrolment on September 30th deviate by 30 or more pupils, the Board will take such action as deemed necessary to restore the ratio by no later than November 30th to take effect by January 1st.

Lambton County Elementary, 1981-83

11.01 Staffing - Board Regulations

The Board will set out in Regulations the method currently being used in determining staffing in the elementary schools. The Board shall adhere to the guidelines set forth in the Regulation I-226-76.

REGULATIONS - STAFFING - ELEMENTARY I-R226-76

The Board will continue to use the following factors in implementing the policy for elementary staffing.

a) Recognition of general acceptance of the value of lower class loading in primary and junior division classes.

b) The socio-economic conditions prevailing in the individual school community.

c) The effect of enrolment on the size of classes and the number of staff required.

d) Physical characteristics of individual schools.

e) The impact of split classes on the organization of class units.

f) The staff complement for each school will be made after consultation between the school principal, teacher staff and senior administration.

g) The present practice of establishing county staff complement on the basis of the total of the individual school complements and resource staff complement.

Lanark County Elementary, 1981-83

29.01 - Statistics showing total staff complement and student enrolment in each school will be furnished to the chairman of the Economic Policy Committee not later than February 15 and at such other times as may be requested.

29.02 - The Board sets the pupil:teacher ratio in the elementary-schools. The pupil-teacher ratio shall not exceed 20.0:1. It is recognized that this pupil:teacher ratio is for the Lanark County elementary-school system as a whole, and that the pupil:teacher ratios for individual schools may vary somewhat there-from.

29.03 - The schools for trainable retarded children shall not be included in calculations for the pupil: teacher ratio.

29.04 - The pupil:teacher ratio shall be determined by dividing the total estimated average daily enrolment (ADE) on September 30 by the total elementary-school teaching staff.

Leeds and Grenville County Elementary, 1980-82

13.07 Staffing Formula

(a) The elementary schools will be staffed for September opening on the most equitable possible basis.

(b) For the school years 1980/81 and 1981/82, the elementary pupil-teacher ratio shall be no greater than 20.00:1.

(c) For the purposes of calculating the P.T.R., the number of teachers shall be determined by using the following criteria:

(i) Each member of OPSMTF or FWTAO hired on a full-time basis (10/10) shall be counted as one (1).

(ii) Each member of OPSMTF or FWTAO hired on a part-time basis (less than 10/10) shall have his/her time pro-rated.

(iii) Each teacher teaching a partially elementary and partially secondary timetable shall be pro-rated accordingly for the elementary portion of his/her timetable.

NOTES: (i) Sections (i) and (ii) include principals, vice-principals, central office staff and all teachers attached to the schools.

(ii) Central office members of OPSMTF and FWTAO who share duties between the elementary and secondary panels shall for P.T.R. and seniority purposes be attached to the elementary panel for their total central office assigned time, i.e. full-time (10/10), part-time pro-rated.

London Elementary, 1980-82

Class Loading Ratio

As of September 30 in each of the years specified, the system class-loading ratio, as determined by the formula in effect during the school year 1979-80, shall be as follows:

School Year	Class Loading Ratio
1980-81	28.3:1
1981-82	28.1:1
1982-83	27.9:1

THE BOARD OF EDUCATION FOR THE CITY OF LONDON

MEMORANDUM

FROM: SUPERINTENDENT OF OPERATIONS 1978-79 OP-02

DISTRIBUTION: 1978 September 01

FOR ACTION: Elementary School Principals

FOR INFORMATION: Academic Council

SUBJECT (S) : OPERATIONS DEPARTMENT ELEMENBARY STAFFING
1978-79 - ELEMENTARY SCHOOL GUIDELINES

The following is an Operations Department guidelines statement re staffing in the elementary schools of London for the 1978-79 school year. The statement is meant as a guideline for principals and area superintendents. Any change arising from the collective agreement with elementary school teachers will supersede this guideline.

Teaching Vice-Principals

Personnel Manual for Teachers 5.1
On June 1958, the Board established the policy of appointing vice-principals to elementary schools with 13 or more classrooms.

A "Classroom" is a group of students with a teacher in a room or area.

The full-time librarian, full-time guidance counsellor, full-time equivalent Industrial Arts and Family Studies teachers shall be included.

The following units qualify for teaching vice-principals.

Aberdeen
Arthur Ford
Arthur Stringer
Bishop Townsend - Boyle Memorial
Brick - Manor & Highland Park
Byron Northview
Byron Southwood
Lord Elgin
Lord Roberts - Ecole Alexandra
Mountsfield
Nicholas Wilson
Northbrae
Northridge
Oak Park - John Dearness
Orchard Park - University Heights - Sherwood Forest

Chippewa
C.C. Carrothers
Cleardale
Ealing
F.D. Roosevelt
Fairmont
Hillcrest
J. P. Robarts
Knollwood
Lady Beck
Trafalgar
Tweedsmuir
Prince Charles
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir Winston Churchill
Stoneybrock
Tecumseh
Victoria - Kensal Park
Wortley Road

Total - 37 Vice-Principals

Non-Teaching Vice-Principals

The following units are authorized to have non-teaching vice-principals:

Emil Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Lester B. Pearson
Lord Nelson
Lorne Avenue
Princess Elizabeth
Sir John A. MacDonald
Westmount
White Oaks
Wilton Grove
Woodland Heights

All schools designated as senior schools and other schools having .25 or more open classrooms qualify for a nonteaching vice-principal. A major unit is treated as one school for this purpose.

Total - 12 Vice-Principals

Teaching Principals

The following schools shall have teaching principals. These schools qualify for .5 principal's relief.

Clara Brenton
Glen Cairn
Masonville
Northdale
Sir Georges E. Cartier (effective 1979 Jan.)
W. Sherwood Fox

All elementary schools having fewer than 13 open classrooms are administered by a teaching principal, who is allowed .5 relief time.

Total - 6 principals

Non-Teaching Principals

All other schools will be administered by a non-teaching principal.

All elementary schools having more than 12 open classrooms by definition are administered by a non-teaching principal.

These schools are:

Aberdeen
Arthur Ford
Arthur Stringer
Bishop Townshend - Boyle Memorial
Brick Street - Manor & Highland Park
Cleardale
Ealing
Emily Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Fairmont
Franklin D. Roosevelt
Hillcrest
John Dearness - Oak Park
J. P. Robarts
Knollwood Park
Lady Beck
L. B. Pearson
Lord Elgin
Lord Nelson
Lord Roberts - Ecole Alexandra
Lorne Avenue
Mountsfield
Nicholas Wilson
Northbrae
Northridge
Byron Northview
Byron Southwood
C. C. Carrothers
Chippewa
Oxford Park - University Heights - Sherwood Forest
Prince Charles
Princess Elizabeth
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir John A. Macdonald
Sir Winston Churchill
Stoneybrook
Tecumseh
Trafalgar
Tweedsmuir
Victoria - Kensal Park
Westmount
White Oaks
Wilton Grove
Woodland Heights
Wortley Road

Total - 49 principals

Chairmen

The following major units qualify for chairmen during 1978-79.

Bishop Townshend - Boyle Memorial	(1)	Orchard Park - University Heights - Sherwood Forest	(2)
Empress - Oxford Park	(1)	Riverside - Westdale	(1)
Evelyn Harrison - Huron Heights	(1)	Victoria - Kensal Park	(1)
Lord Roberts - Ecole Alexandra	(1)		
Manor & Highland Park - Brick Street	(1)		
Oak Park - John Dearness	(1)		

Chairmen are to be countd as regular teachers in the class loading.

Total - 10 Chairmen

Principal's Relief

Principal's relief teachers are authorized on a half-time basis in the following schools:

Clara Brenton
Sir George E. Cartier

Glen Cairn (after 1979 Jan. 01)
Masonville W. Sherwood Fox
Northdale

Total - 6 x .5 = 3.0 teachers

Relief for Major Units

The following schedule of relief time for vice-principals is authorized for the following major units:

Bishop Townshend		Orchard Park	
- Boyle Memorial	.2 tch.	- University Heights	
Empress		- Sherwood Forest	.5 teacher
- Oxford Park	Nil	Riverside	
Evelyn Harrison		- Westdale	.2 teacher
- Huron Heights	Nil	Victoria	
Lord Roberts		- Kensal Park	.2 teacher
- Ecole Alexandra	.5 tch.		
Manor & Highland Park			
- Brick Street	.2 tch.		
Oak Park			
- John Dearness	.2 tch		

Total - 2.0 teachers

Empress - Oxford Park and Evelyn Harrison - Huron Heights are excluded because the units have a non-teaching principal and non-teaching vice-principal.

Kindergarten Teachers

Allocation of kindergarten staff will be on the basis of verified enrolment on the last school day of the first week in September. Allocations shall be as follows, with the Area Superintendent having authority to make exceptions in unusual circumstances.

1 - 25 pupils	-	.5 teacher
26 - 32 pupils	-	.5 teacher
		.5 teacher's aide
33 - 50 pupils	-	1.0 teacher
51 - 57 pupils	-	1.0 teacher
		.5 teacher's aide
58 - 75 pupils	-	1.5 teachers
76 - 82 pupils	-	1.5 teachers
		.5 teacher's aide
82 pupils +	-	2.0 teachers

.5 allocation means 17.5 hours per week

Librarians

The Librarians' complement has been allocated by areas as follows:

Area 1 - J. E. Townshend	9.7 teachers
Area 2 - J. N. Maycock	9.0 teachers
Area 3 - L. W. Hooper	6.5 teachers
Area 4 - R. J. Gladwell	8.3 teachers
Area 5 - W. G. Traut	10.0 teachers
Area 6 - G. Thatcher	9.5 teachers

Total - 53 teachers

Family Studies and Industrial Arts

The following schools are authorized for teachers in Family Studies and Industrial Arts as follows:

Empress	(2.0)	Mountsfield	(2.0)	Tecumseh	(1.0)
Huron Heights	(2.0)	Northridge	(2.0)	Tweensmuir	(1.0)
Knollwood Park	(2.0)	Prince		Westdale	(2.0)
Lord Nelson	(2.0)	Charles	(2.0)	Westmount	(2.0)
Lorne Avenue	(2.0)	Princess		White Oaks	(2.0)
Lester B.Pearson	(2.0)	Elizabeth	(2.0)	Woodland	
		Ryerson	(2.0)	Heights	(2.0)
		Sir John A.		Wilton	
		Macdonald	(2.0)	Grove	(2.0)

Total - 36 teachers

Regular Teachers - Grades 1 - VIII

The complement of regular teachers has been determined for 1978-79 by dividing the total verified enrolment - 1 - VIII on 1978 September 30 by 28.4. Allocations have been made to area superintendents and they, in turn, have authority to make assignments to schools, provided that the general allocation is not exceeded. In determining the complement of regular teachers the following must be included:

1 for each teaching principal - principal relief combination
1 for each teaching vice-principal
1 for each chairman
1 for each full-time equivalent itinerant French, extra music or other teacher charged to Operations general instructional salaries budget, exclusive of kindergarten teachers

Total Regular 1 - VIII Teachers - determined by 1978 September 30 verified enrolment - 1 - VIII divided by 28.4

All Other Teachers

All other teachers in the schools are charged to the Student Services budget and allocations are determined according to budget agreements. Communications regarding staffing arrangements will come from the Superintendent's office.

W. Ford
Superintendent of Operations

Previous Memo - OP-01, 1978 September 01, Memoranda During 1978-79.

Michipicoten Elementary, 1980-82

11.04 Pupil-Teacher Ratio

(a) It is agreed that the pupil-teacher ratio will not exceed 22 to 1. Statistics showing the total staff complement and student enrolment will be furnished to the Chairman of the Negotiating Unit on September 30th for January 1st hiring and on April 30th for September 1st hiring and at such other times as may be requested.

(b) Pupil-Teacher Ratio = $\frac{\text{Total Pupils}}{\text{Total Teaching Staff}}$ —

where total teaching staff is the members of the local group under contract with the Board and on the Elementary panel.

Nipissing Elementary, 1980-82

Staffing for 1981-82

1. The pupil-teacher ratio (P.T.R. for the system will not exceed 19.1:1 based on full-time equivalent enrolment as of September 30.

Northumberland and Newcastle Elementary, 1981-83

4.03 Procedure for dealing with surplus staff due to decreased enrolment, transfer of students, or change in pupil-teacher ratio shall be as set out by Board Policy No. 813 presently in effect and attached as Schedule 1, and such procedure shall not be changed during the effective period of the Collective Agreement except as outlined in Article XX of this Collective Agreement.

Article XX - STAFFING POLICY

19:01 The staffing policy of the Board will be formulated by the Board, and the overall pupil-teacher ratio for the jurisdictions shall not exceed the P.T.R. as set out in the Board resolution of February 28, 1980.

POLICY STATEMENT

STAFFING ELEMENTARY SCHOOLS

1. It is the policy of the Board to staff elementary schools each year for September opening on the most equitable basis possible. Administrative staff are expected, in consultation with principals, to make provisions for size of classes appropriate to the individual school circumstances, and for special needs such as remedial teaching, resource centre functions and central office services.

2. After school opening in September where adjustments to understaffing or overstaffing appear warranted, Administration shall make such changes as are consistent with the staffing policy of the Board, the Act and Regulations and where necessary, present a proposal to the Board. Any reorganization of classes or transfer of teachers will be reported to the Board.

3. The Board shall from time to time set by resolution a pupil-teacher ratio which shall be computed on the basis of all elementary school pupils and teachers working in the elementary panel.

ADMINISTRATIVE REGULATIONS

STAFFING ELEMENTARY SCHOOLS

The method of calculation of pupil-teacher ratio for elementary schools shall include all pupils and all teaching staff according to the following:

1) Each full-time teacher whose responsibilities fall entirely within the elementary panel shall be counted as one (1).

2) Each teacher whose responsibilities are shared between the elementary panel and the secondary or developmentally-handicapped panel shall be pro-rated according to the time worked in the elementary panel.

3) Each part-time teacher shall be pro-rated according to the proportion of time contracted.

4) Each half-time kindergarten pupil shall be counted as .5.

5) The pupil-teacher ratio shall be determined by dividing the total number of pupils by the total number of teachers assigned to the elementary panel.

6) An additional pupil-staff ratio shall be calculated by including in the total complement, teacher aides working in classrooms, each full-time aide to be counted as .5.

Peel Elementary, 1980-83

17.02 Regional Staffing Ratio

i) The Regional Staffing Ratio (R.S.R.) defined below should not be greater than 21.52 as calculated by the E.S.A.C. for the school years 1981/82, 1982/83 and 1983/84. The E.S.A.C. shall utilize a Staff Allocation Formula for the Region of Peel which is based on this R.S.R.

ii) The number of Teachers required to teach in any additional Special Education programs mandated by the Ministry shall be hired in addition to those Teachers required to meet the R.S.R.

The R.S.R. will be adjusted to reflect these additional Teachers.

iii) For the school year 1981/82, the R.S.R. is defined to be the total enrolment of the Peel Elementary Schools on January 31st, 1982 divided by the total number of in-school Teachers, as recommended by the E.S.A.C. and approved by the Board.

iv) For the school year 1982/83, the R.S.R. is defined to be the total enrolment of the Peel Elementary Schools on January 31st, 1983 divided by the total number of in-school Teachers, as recommended by the E.S.A.C. and approved by the Board.

v) For the school year 1983/84, the R.S.R. is defined to be the total enrolment of the Peel Elementary Schools on January 31st, 1984 divided by the total number of in-school Teachers, as recommended by the E.S.A.C. and approved by the Board.

Peterborough County Elementary, 1981-83

Article XXI - Staffing

21.01 In order to staff elementary schools in a manner which also provides the utmost flexibility, professional and support staff for elementary schools will be provided on a unit of strength for staffing as follows:

21.02 Unit Values

a) The teacher is the basic unit and any other unit values will be described in terms of the basic units. Qualified teachers, including principals, vice-principals, speech therapist, and teachers of Guidance, Library, Instrumental Music, Family Studies, Industrial Arts, Remedial as well as Psychological Services staff, each have a value of one.

b) The unit value of any person performing non-teacher functions but who are provided for by the unit system will be 0.35.

21.03 Student Enrolments

a) All students attending for one-half day, such as Kindergarten students, have a value of 0.5.

b) All special education students have a value of 2.2. A special education student is one who has been designated as such by the Director of Education.

c) All other students in Grades 1 to 8 have a value of 1.0.

21.04 Enrolment Projections

a) Enrolment projections shall be established by the Board for each school on the recommendation of the Director of Education who shall have consulted the principal and superintendent for that particular school.

b) There shall be no change in the total number of units of strength allocated to the system on the basis of that projection unless the September 30th enrolment indicates that an error has been made in the enrolment projection for the system. If such an error in excess of 2.5% has occurred, adjustments will be made on or before October 15 of the year in order to bring the total number of units to 100%.

c) Adjustments may be made to individual schools to correct for shifting enrolments. If such an error has accurred and an adjustment is necessary, adjustments will be made on or before October 15th.

21.05 Allocation of Units

a) For the school year 1982-83 the number of units assigned to a school will be arrived at by the following:

1. Basic Units - as follows:

Schools	of	0 - 25	students	1.125
Schools	of	26 - 59	students	2.235
Schools	of	60 - 79	students	3.345
Schools	of	80 - 100	students	4.455
Schools	of	101 +	students	4.455 + items (a) 2-5 and (b) & (c) below

2. Enrolment Units

$$\frac{(\text{Kdgn. Enrolment} \times 0.5) + (\text{Reg. Enrolment} \times 1.0) - 100}{25.724}$$

plus

3. Administrative Units - according to the number of rooms determined by Article 8.12(b) and (c) up to a maximum of twenty (20) calculated as follows:

(First 10 rooms - 4) X 0.11 + (Next 10 rooms or part thereof X 0.10)

plus

4. Family Studies plus Industrial Arts Units - where they exist

plus

5. Supervision Units - .0006 per transported student who must stay for lunch

b) Special Education

Staffing for Special Education classes shall be arrived at by the Director of Student Services according to need from units generated as follows:

$$\frac{\text{Special Education Enrolment} \times 2.2}{24.75}$$

c) French

Immersion French to be staffed as per the foimula ((a) above). All other Elementary School French classes to be staffed as needed.

d) For the school year 1983-84 the number of basic units assigned under 21.05(a)(1) above shall be as follows:

Schools	of	0 - 25	students	1.23
Schools	of	26 - 59	students	2.34
Schools	of	60 - 79	students	3.45
Schools	of	80 - 100	students	4.56
Schools	of	100 - +	students	4.56 + items (a) 2-5 and (b) & (c) above

21.06 Notes

(a) Trafalgar School shall be considered a special case and staffed accordingly.

(b) In addition to the units allocated to schools in clauses (21.05 a to c), resource personnel not attached to school staffs will be provided on the basis of one (1) unit for every 350 students.

(c) In addition to the units assigned in 21.05 and 21.06 (b), ten (10) units will be assigned by the Director of Education as follows:

(i) five (5) of the ten units will be allocated on the basis of need as determined by the Director of Student Services to provide for additional remedial resource withdrawal;

(ii) the five remaining units shall be assigned, in consultation with the Principals, to solve problems within the system where the greatest need exists. These include schools where small or awkward numbers do not produce enough units to adequately staff kindergartens, regular grades or special education, as well as provide lay assistants for each classroom Kingarten to Grade 3, in which there is a student in regular attendance who has a serious physical or communication handicap(s) which meets the definition of the Ministry of Education regulations.

(d) The target date for the completion of enrolment projections will be April 15th.

(e) Each principal will submit a plan for the use of his units as required by the Director but in no case later than May 30th. It is understood that it will be necessary for the principal to arrange many of the services required through consultation and co-operation with other schools, resources heads, Director of Student Services, etc.

(f) The principal's plan for use of staff is subject to the approval of the superintendent.

(g) Included in the above allocation of staff is any consideration for preparation time and pupil supervision.

(h) With the staffing provided herein, the Principal, in consultation with the professional staff of the school, must provide for a total instructional program and support staff with the exception of speech correction, speech therapy, psychological service, special education classes, and French (other than Immersion classes).

(i) A minimum of 95% of the units allocated to the system shall be used for qualified teachers covered by this Agreement.

(j) Effective September 1, 1982 the units generated by elementary school enrolment shall be staffed by members of the affiliates covered by this agreement. This Article as it effects existing staff shall be phased in as attrition allows.

(k) From the units generated by the staffing formula 21.05 (a) above, administrative and secretarial time will be provided for each school according to the following guidelines:

Administrative Time

No. of Rooms 8.12 (b) & (c)	Time Free From Classroom Teaching Duties
14 rooms and over	100%
10 - 13	75%
7 - 9	50%
6 rooms and under	30%

Secretarial Assistance

No. of Rooms 8.12 (b) & (c)	Time based upon 30 hours per week
14 rooms and over	100%
10 - 13	75%
7 - 9	50%
6 rooms and under	30%

21.07 In Addition to units generated by this collective agreement, should the Board adopt a policy change during the term of this agreement requiring additional staff the Board will provide such staff. In this clause 'Board policy' shall be interpreted as meaning any change approved by Board motion that requires additional staff.

Article XXV - Staffing Commitment

For the school years 1982-83 and 1983-84 the schools will be staffed in accordance with all of the details of Article XXI, Item 21.05. If, as a result of this staffing, there are permanent contract teachers who are surplus to their schools and who would otherwise be redundant to the system, the following commitment is made:

No teacher on permanent contract as of April 30, 1982 nor any teacher who receives a permanent contract subsequent to April 30, 1982 shall be released for reasons of redundancy until August 31st, 1984.

Sudbury Elementary, 1981-82

THE STAFFING FORMULA

It is desirable that the formula as outlined below be used to generate a staff complement for each elmentary school. When applying this formula, twin schools will be considered as one school.

When a total staff is assigned to a school, it will be the responsibility of the Principal (after consultation with the staff and subject to the approval of the Superintendent of Schools) to organize the classes and to determine the teaching and supervisory functions of the staff.

The staffing complement in each school will be determined in the following manner:

1. On or about April 15, a staff complement will be assigned to each school by applying the staffing formula to the Officially Predicted Enrolment.

2. Those fractions of the total staff from .01 to .49 and from .51 to .99 will be consolidated in a central staff pool to be allocated to schools on the basis of need as determined by the Superintendent of Operations in consultation with the Presidents of the Branch Affiliates and the Chairperson of the E.P.C. or their delegates.

3. Any reserve in the central staffing pool will be used to assist in meeting needs in schools as they occur in September.

STAFFING FORMULA
PART A

Kindergarten Junior Kindergarten and JK-SK Combined Classes	10 - 21 pupils -- 0.5 teacher 22 - 42 pupils -- 1.0 teacher 43+ pupils -- 1.5 teachers
Senior Kindergarten	10 - 25 pupils -- 0.5 teacher 26 - 50 pupils -- 1.0 teacher 51+ pupils -- 1.5 teachers

A tolerance of +3 pupils will be permitted in each of the above groupings.

Pupils 1-8

Primary	(P)	27.5 pupils -- 1.0 teacher
Junior	(J)	27.5 pupils -- 1.0 teacher
Intermediate	(I)	32.0 pupils -- 1.0 teacher

Industrial Arts and Family Studies

(Grades 7 and 8 pupils only)
300 pupils -- 1.0 teacher

Library (count all pupils, JK and SK pupils as 0.5)

0 - 299.5 pupils -- 0.5 teacher
300+ pupils -- 1.0 teacher

Principal - Administration Time
(twinned schools are considered one staff)

Up to 6.9 teachers -- 0.5
7 to 15.9 teachers -- 0.1 for each 2 teachers
16+ teachers -- 1.0

Vice-Principal - Administration Time
16+ teachers -- 0.1 for each 2 teachers

It is understood that the following programs which are funded by a special weighting factor from the Ministry of Education will be staffed on the basis of Part B so long as the rate of funding described in Ontario Regulation 108/79 is maintained.

PART B

Special Education Including L.D.

Itinerant support services and specified programs will be determined first, and then a school factor will be established.

Immersion French

Use the same criteria as for regular classes except where extra staff is needed for the growing program. The extra teachers will be from Part A in consultation with the Presidents of the Branch Affiliates.

Hearing Impaired

H.I. - 6.0 pupils -- 1.0 teacher

Oral French (all Primary and Junior pupils)

O.F. - 300 pupils -- 1.0 teacher

NOTE: Total teachers - Part A + Part B

NOTE: Twinned schools are to be considered as one school.

Stormont, Dundas and Glengarry County Elementary, 1981-82

ARTICLE XXII - PUPIL TEACHER RATIO

22:01 For the 1981-82 school year, based on September 30, 1981 enrolment, the overall ratio of elementary teaching staff excluding paraprofessionals shall not exceed 18.5 to 1 plus or minus .2.

22:02 a) If actual enrolment in a Kindergarten class, as of September 30th, is 13 or less, and projected enrolment May 31st following is 13 or less, such Kindergarten class shall be discountinued, effective June 30th of the same year.

b) If actual enrolment in a Kindergarten class as of September 30th, is 14 or more and projected enrolment May 31st following is 14 or more, a Kindergarten class shall be established, effective September 1st of the next year.

c) If actual enrolment in a Kindergarten class, as of September 30th, is 28 or more, and projected enrolment May 31st following, is 28 or more, the class shall be divided, effective September 1st of the next school year.

Wellington County Elementary, 1981-83

13:04 Allotment of Teaching Staff

(1) It is the responsibility of the Principal, in conjunction with the Area Superintendent, to organize the school to best meet educational needs of the students in that school.

Staffing Pupil-Teacher Ratio

(2) When staffing the schools in the spring for the following school year the Pupil-Teacher Ratio (P.T.R.) number used for the calculation of the number of staff necessary shall be as follows:

(a) For the School Year 1982/83:

$$\frac{\text{Total F.T.E. Projected Enrolment}}{\text{Total Number F.T.E. Teachers}} = 20.9$$

(b) For the School Year 1983/83:

$$\frac{\text{Total F.T.E. Projected Enrolment}}{\text{Total Number F.T.E. Teachers}} = 20.9$$

For 1982/83, a staffing reserve of F.T.E. number of teachers corresponding to 0.2 in the Staffing P.T.R., based on the Projected Enrolment will be established for allocation to the schools if a need for additional staff is demonstrated. This additional allocation from the staffing reserve is the responsibility of the Director.

For 1983/84, the staffing reserve will correspond to 0.3 in the Staffing P.T.R.

Note: For 1981/82, the Staffing P.T.R. was effectively 21.0, with a reserve corresponding to 0.2 in the Staffing P.T.R.

(3) For the purpose of calculating P.T.R., Full-Time Equivalent Teachers shall exclude consultants, assistant consultants, teachers of L.L.L., music resource teachers, teachers of outdoor education, teachers assigned to Ministry funded projects (Homewood), teachers of the autistic, teachers on loan.

(4) A Teacher-Trustee Relations Committee shall be established to
i) act as an advisory committee in the allocation of staff; and
ii) discuss concerns that arise outside of staff allocation.
The terms of reference are given in Appendix D.

(5) Statistics showing total staff complement and student enrolment will be furnished to the Chairperson of the Elementary Economic Policy Committee by January 1st and at such other times thereafter during the school year as may be reasonably requested.

Wentworth County Elementary, 1981-82

25.01 The Board will staff the system up to a full-time equivalent ratio of 19.5 to 1 based on the Board's enrolment and the Total Teaching Staff as of September 30.

Windsor Elementary, 1979-82

18.05 (a) The Board will employ a staff complement for the system on a staff strength ratio of 20.25:1 to include all teachers except Kindergarten, Special Class, Home Economics, Industrial Arts and centrally employed teachers.

K-8 schools that would be entitled to a complement of ten or fewer Grades 1-8 teachers and K-6 schools that would be entitled to a complement of 8 or fewer Grades 1-6 teachers will be staffed first on the basis of programme needs rather than enrolment size, with no fewer teachers than the formula to be allotted at each of these schools. In no case shall the adjusted staff strength exceed the staff strength in a comparable school that did not qualify for the adjustment. Once this has been accomplished a modified staff strength ratio shall be calculated so as to equitably distribute the remaining teachers to the remaining schools.

Prior to the implementation of the adjusted ratios, the Board will discuss the adjustments with the Branch Affiliate Presidents or their designates.

In applying the formula in May to the Grade 1-8 enrolment projection, rounding off will be done to the nearest whole or half. In the event that the actual Grade 1-8 enrolment at the end of the second school week in September is less than or exceeds the estimated enrolment, staff adjustments will be carried out to the nearest whole or half based on the modified staff strength ratio.

(b) The assignment of teaching responsibilities will be at the discretion of each Principal in consultation with his/her staff and Supervisory Officer, with high priority being given to a reduction in class size at the primary level.

(c) A Kindergarten class will be no larger than twenty-four (24) pupils, provided that accommodation is available in the school to establish another class, and may not be smaller than ten. Final determination as to the number of classes to be established will be made at the conclusion of the second week in September.

(d) Special classes will be loaded in accordance with Ministry of Education guidelines and Community Agency Schools will be staffed in consultation with Ministry of Education Officials.

(e) The Board will assign additional staff in accordance with the Compensatory Education Report in effect from time to time. The fifteen Grade 1 - 8 teachers assigned on a compensatory need-size basis will remain as designated, but the 2½ Kindergarten teachers allocated will be assigned to the compensatory schools based on kindergarten enrolment at the end of the second week of September.

York Region Elementary, 1981-82

ARTICLE XLV - STAFFING AND CLASS SIZE

14.01 The staffing ratio is calculated by dividing the total elementary school enrolment converted to full-time equivalents by the number of full-time teacher equivalents assigned to elementary schools plus the number of school aides in elementary schools converted to full-time teaching equivalents on the basis of one full-time aide equals 0.5 teachers.

14.02 As of September 30, 1981 the staffing ratio for elementary schools on a system wide basis shall be within 1% of 19.6 to 1.

14.03 If, after September 30, 1981 and during the term of this agreement a new program is introduced or an ongoing program is increased, the Board will provide the appropriate number of additional teachers for such new or increased programs.

If a program is eliminated or reduced during this same period the appropriate number of teachers who become available because of such elimination or reduction of program shall be reassigned to existing vacancies in the system. If there are no vacancies such teachers shall be declared redundant in accordance with Article 16.

14.04 A representative appointed by the teachers shall be entitled to attend Area and County Staff Allocation meetings.

Atikokan Secondary, 1980-82

15.01 An organizational committee, made up of members of both Board and Staff and in consultation with the Principal and Director, shall prepare recommendations regarding course offerings and staffing for the succeeding High School year. These recommendations shall be presented to the Board at large for final consideration.

15.02 Estimated student numbers for the succeeding year shall be arrived at through the joint efforts of the Director, Principal and Guidance Department, using established measurement practices. These numbers shall be presented to the Organizational Committee for consideration, in preparing recommendations for the succeeding school year.

15.03 In the absence of a fixed staffing formula, the Board agrees to staff the Atikokan High School in a manner consistent with past and existing practices. Staffing and course offerings for the succeeding year shall be dealt with through the organizational committee, as set out above.

15.04 The Principal, in conjunction with the Director and Department Heads, shall arrange the distribution of students to classes and classes to staff members, with due regard for the qualifications and of the individual staff members.

Bruce County Secondary, 1979-82

18.01 The Secondary School system shall be staffed so that on September 30th the pupil-teacher ratio, on a County-wide basis shall not exceed 16.8 + or-.1. This provision becomes effective for the 1981-82 school year.

Carleton Secondary, 1980-82

12.01 Pupil-Teacher Ratio (PTR)

(a) PTR shall be defined as:

$$R = \frac{P}{T} = \frac{\text{Predicted enrolment for December 31st}}{\text{No. of equivalent full-time teachers to be assigned to schools in September}}$$

(b) The PTR shall not be greater than 17.7 + .2:1.

(c) The ratio of the actual student enrolment as of 30 September to the number of equivalent full-time teachers assigned to schools as of 30 September shall not be greater than 18.0 + .2:1.

(d) .5 positions for each twenty (20) special vocational students shall be added to the total number of teachers positions generated by the PTR.

(e) In addition to the total number of positions generated by the PTR and the additive described in 12.01 (d) there shall be added four (4) positions designated as follows:

English Second Language	(2)
Special Education	(1)
French Immersion	(1)

(f) In the event that the staffing requirements in (e) plus (d) plus (c) above are not met by 15 October, the Branch Affiliates may submit a grievance directly to final binding arbitration as defined in Article 20.04 of this Collective Agreement.

Central Algoma Secondary, 1981-82

Item 9:01 (a) The Board shall maintain a pupil/teacher ratio of 16.6/1, calculated in accordance with the projected enrollment as of April 15, (1979) (1980), for implementation September 1 and, in addition, will agree to employ one more teacher than required by the application of this pupil/teacher ratio (16.6/1). All members of O.S.S.T.F. employed in the secondary school are included in this item.

(b) The Board and Branch Affiliate agree that where a fraction occurs in any calculation which is 0.5 or more, the fraction will be rounded to the next highest number.

(c) Should the *actual enrollment on October 1 deviate from the projected in (a) by thirty or more students, the Director of Education will take action deemed necessary to restore the ratio.

*(Students in regular attendance at school.)

(d) Any release necessary will take place according to Article XII, Items 12:07 - 12:13, to be effective December 31, or upon the mutual consent of the teacher concerned and the Director of Education. Notice for any such release will be given by November 15th.

Item 9:02 (a) The Principal and the Vice Principal shall not be required to teach regular classes except as they agree to voluntarily.

(b) The Board shall appoint eight Coordinators and one Assistant Coordinator.

Item 9:03 Guidence personnel (including the Coordinator of Student Services) shall be appointed on the basis of a ratio of one full-time or equivalent counsellor to 250 students.

Item 9:04 A librarian will be included within the staffing ratio as set out under Item 9:01.

Item 9:05 The Board agrees that prior to a decision being made by the Board confirming staffing needs as determined under Item 9:01, a meeting will be held with representative(s) of the Branch Affiliate's Negotiation Committee to review the enrollment fiqures being considered. The Board and Branch Affiliate agree that any difference of opinion which may result from this review of the figures shall not be grievable under Article XV.

Item 9:06 (a) The Board agrees that assigned timetabled teaching time shall not exceed 75% of the scheduled formal class time excluding the lunch period of two modules, that is, two thirty-six or two forty or one thirty-six and one forty minute periods, as the case may be. It is also understood and agreed that these may not be consecutive periods.

(b) A teacher shall not be required to supervise any classes but his/her regularly scheduled classes, except with the concurrence of the teacher.

Item 9:07 (a) The Board and Affiliate are concerned about insuring, to the extent possible, that conditions exist which will contribute to optimum conditions for learning and teaching effectiveness. It is agreed that one of these conditions is class size. In order to monitor this condition, it is agreed that an Advisory Committee be formed whose membership will include: the Principal, the Director, Two other Affiliate Members and Two Trustees.

(b) The function of the Advisory Committee will be:

(i) to examine the projected enrolment as of April 15th and to make recommendations to the Board regarding staffing needs which may require modification in some way, the application of the pupil/teacher ratio as set out in Item 9:01(a)

(ii) to examine at the beginning of each semester the class sizes in existence, and as deemed necessary, make recommendations to the Board to modify in some way class sizes considered by the Advisory Committee to be detrimental to optinum learning and teaching conditions.

(c) Recomendations growing out of decisions of the Advisory Committee in Item 9:07 will be made to the Board at appropriate times by Trustee and Affiliate spokesmen.

Item 9:80 It is agreed that if the present timetable structure changes during the life of this agreement, a mutually agreeable alternative will be negotiated which will maintain a comparative assigned, timetabled teaching workload.

LETTER OF INTENT - APPENDIX "A"

In order to prove an opportunity for both the Board and the Affiliate to inquire into any and all matters which may affect the staffing of Central Algoma Secondary School, the parties agree to this Letter of Agreement which places a moratorium on the negotiation of Article IX for the Contract year 1981/82.

It is further agreed that a Committee will be established with its membership and the terms and conditions of its work to be as set out hereunder.

During this contract year, 1981/82, it is also agreed that the Article IX currently in effect (1979/81) will apply.

1. Composition of Committee

3 Trustees
3 Affiliate Members

(a) Members Selected to be Mutually Acceptable

(b) Voting Members

The Director, Principal and Vice Principal to be associated with the Committee as Resource Persons.

2. Terms and Conditions

(a) The Committee's role is a recommendatory one only, whether or not it is in agreement or accord. (Split votes, etc. to be recorded).

(b) Committee recommendations are to be made available to both parties (Trustees and Affiliate).

(c) The Committee will look at all items of concern growing out of Article IX.

(d) It is understood that the Committee may obtain outside assistance whenever and wherever considered desirable.

(e) The Committee will make its report by February 1, unless this date is extended by mutual agreement.

East York Secondary*, 1980-82

STAFFING

3.1.0.0.0. THE STAFF ALLOCATION COMMITTEE (SECONDARY)

3.1.1.0.0. The Staff Allocation Committee (Secondary) shall be structured as follows:

3.1.1.1.0. a representative of each of the Branch Affiliates;

3.1.1.2.0. a senior administrative official from each of the Boards except the Metropolitan Toronto School Board; and

3.1.1.3.0. a senior administrative official from The Metropolitan Toronto School Board to act as chairman.

3.1.2.0.0 Each Teacher member of the S.A.C. shall be excused from teaching duties each day by approximately 12:00 noon and shall have a one-half teaching load. Each Teacher member of S.A.C. shall receive credit for a full year of Teaching Experience, 100% of his salary and 100% of the Board's share of the cost of Employee Benefits under the provisions of this Agreement.

3.1.3.0.0. The name of each Teacher member of S.A.C. for a school year shall be forwarded to his Director of Education and the chairman of S.A.C. not later than the March 31 preceding that school year, whenever possible.

3.1.3.0.0. The name and position of each of the senior administrative officials in 3.1.1.2.0. shall be forwarded to the chairman of S.A.C. not later than the March 31 preceding that school year, whenever possible.

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* Staffing provisions from other secondary Boards in Toronto have been omitted to conceive space. These provisions can be obtained from the ERC upon request.

3.1.4.0.0. Each Teacher member of S.A.C. may visit schools and administrative offices in his Board to consult with principals or their in-school designates and superintendents regarding staff requirements, teacher workload, timetabling and actual and projected enrolments.

3.1.5.0.0. The S.A.C. shall meet from time to time during the term of this Agreement to consult on staffing matters and by March 10 to prepare recommendations for the persons representing the Boards and Branch Affiliates in negotiations concerning the allotment of teaching staff to the Boards for the following September but without changing the total number of Teachers as determined by application of the formulae in this Agreement.

3.1.6.0.0. The members of S.A.C. shall receive, or have made available to them, enrolment data and projections as follows:

3.1.6.1.0. reports of the projected Total Enrolments and Contact Enrolments on a Board-by-Board basis 4 times a year as collected and supplied by The Metropolitan Toronto School Board on or about November 30, March 15, May 15 and June 15;

3.1.6.2.0. if requested, a report of the actual Total Enrolment on a Board-by-Board basis for each month as prepared and supplied by The Metropolitan Toronto School Board;

3.1.6.3.0. the actual Total Enrolments on a school-by-school basis for each month, as utilized in the preparation of the report referred to in 3.1.6.2.0. will be available at the administrative offices of The Metropolitan Toronto School Board for the inspection and use of the members of the S.A.C.;

3.1.6.4.0. a report of the Total Enrolments and Contact Enrolments as of September 30 on a school-by-school and Board-by-Board basis; and

3.1.6.5.0. the reasons for major changes in projected enrolments to be supplied by the appropriate Board officials.

3.1.7.0.0. Each of the Teacher members of the S.A.C. shall receive, upon request, from his Board, available information necessary to analyse staffing requirments and/or to project allocation of staff for the following year.

3.1.8.0.0. Staffing information which both the Boards and Branch Affiliates agree is to be collected by the S.A.C. survey referred to in 4.8.1.0.0. shall be freely accessible to the Boards on payment of an equal share of the costs. The Branch Affiliates shall provide to the Boards computer printouts of such information on the same basis as in the 1976-77 school year.

3.2.0.0.0. DETERMINATION OF THE TOTAL NUMBER OF TEACHERS

3.2.1.0.0 The total number of Teachers to be employed by each Board during the term of this Agreement shall be determined by the application of the formulae set forth in 3.2.2.0.0. to 3.2.5.0.0. inclusive to the actual Total Enrolment for each Board as of September 30 in the school year.

3.2.2.0.0. STAFF ALLOCATION FORMULA (SECONDARY)

3.2.2.1.0. Secondary Schools

3.2.2.1.1. Classroom Teachers

P.P.C Classification	Equivalent Student Enrolment (as defined in 3.2.3.0.0) divided by
Advanced Level	20.9

	General Level	20.0
	Shop	15.0
	Occupational	14.4
	Special Vocational	13.6

3.2.2.1.2. Non-Classroom Teachers

Staff Classification	Number of Teachers except principals per 1000 Total Enrolment
Supervisory	1.5
Library Resource	1.5
Guidance	3.0
Other Administration	1.7
Principals	1 per school

3.2.2.1.3. Other Staff

Basic Board Staff	3 per Board
Local Programs	1.0% of 3.2.2.1.1. and 3.2.2.1.2. above
Static Classes and Special Education	as per formulae in 3.2.2.4.0. to 3.2.2.4.6.
Metro-wide Special Education	see 3.2.2.5.0. to 3.2.2.5.1.
E.S.L.	as per formula in 3.2.2.6.0. to 3.2.2.6.5.
Adult E.S.L.	see 3.2.2.7.0. to 3.2.2.7.1.
New School Opening (year of opening)	2 per school

3.2.2.2.0. Junior High Schools

3.2.2.2.1. Classroom Teachers

	Total Grade 9 Enrolment less calculated special education enrolment (3.2.2.3.6.) divided by
Grade 9	19.0

3.2.2.2.2. Non-Classroom Teachers

Staff Classification	Number of Teachers except principals per 1000 Total Enrolment
Supervisory	1.0
Library Resource	1.5
Guidance	2.0
Other Administration	1.3
Principals	.33 per school

3.2.2.2.3. Other Staff

Special Education	see 3.2.2.4.6.
E.S.L.	included in formula in 3.2.2.6.0. to 3.2.2.6.5.
Local Programs	1.5% of 3.2.2.2.1. and 3.2.2.2.2. above
New School Opening (year of opening)	.33 per school

3.2.2.3.0. Section 35(1) of Regulation 704 as amended to date states:

"35.- (1) The maximum enrolment in a special education class shall depend upon the extent of the exceptionalities of the pupils in the class and the special education services that are available to the teacher, but in no case shall the enrolment exceed, ...

(e) after the 1st day of September, 1981, in a

class in general studies for pupils who are in a special vocational or an occupational program, twenty pupils;

(f) after the 1st day of September, 1981, in a class of technological studies for pupils who are in a special vocational or an occupational program, sixteen pupils;"

3.2.2.3.1. To facilitate the implementation of such Regulation, the Boards and Branch Affiliates will endeavour to have the Staff Allocation Committee (Secondary) report on the necessary revisions to the divisors as set out above.

3.2.2.3.2 In addition to the staff generated by the formula, additional Teachers will be provided in 1980-81 as follows:

Etobicoke	11.5
Scarborough	30.5
East York	1.0

for Special Vocational and/or Occupational pupils, to be accounted for when the number of Teachers to satisfy Regulation 704 is fully determined. At such time the necessary changes to the divisors in the Metro Staff Allocation Formula will be made.

3.2.2.4.0. The following calculations shall determine the number of Teachers to be allocated to each Board for Special Education and Static Class purposes:

3.2.2.4.1. The Total Enrolment shall be reduced by subtracting the calculated enrolment in adult E.S.L. Programs and in Metro-wide Special Education programs to determine the Contact Enrolment.

3.2.2.4.2 The Contact Enrolments for Special Vocational E_1, Occupational E_2 and for remaining students E_3 shall be determined by multiplying the total Contact Enrolment by the corresponding percentages determined in 3.2.3.0.0.

to 3.2.3.5.0. inclusive.

3.2.2.4.3 These enrolments shall be divided by the corresponding incidence rates to determine the number of Static Class and Special Education students as follows:
Static Class Enrolment = $E_1/35$
Special Education Enrolment = $(E_2/70) + (E_3/900)$

3.2.2.4.4. The enrolments as determined in 3.2.2.4.3. shall be divided by 8 to arrive at the gross number of Static Class staff and the gross number of Special Education staff.

3.2.2.4.5. The classroom Teachers generated by the application of the formula in 3.2.2.1.1. to the enrolments as determined in 3.2.2.4.3. shall be subtracted from the gross number of staff generated in 3.2.2.4.4. to give the number of Static Class and Special Education Teachers to be allocated to each Board.

3.2.2.4.6. The number of Teachers to be allocated for Special Education programs in Grade 9 of the junior high schools shall be determined by first calculating the Special Education enrolment by dividing the total full-time equivalent enrolment by 90; and dividing this resulting enrolment by 8.

3.2.2.5.0. The number of Teachers to be allocated for Metro-wide Special Education programs shall be determined by The Metropolitan Toronto School Board.

3.2.2.5.1. For each Teacher allocated in 3.2.2.5.0., the Total Enrolment of a Board shall be reduced by 8 when determining the Contact Enrolment.

3.2.2.6.0. The following calculations shall determine the number of Teachers to be allocated for E.S.L. purposes in each Board including Grade 9 of the junior high schools but exclusive of adult E.S.L.

3.2.2.6.1. Each Immigrant Student registering in a secondary school or Grade 9 of a junior high school shall be given a statistical weighting

according to geographic origin as follows:

Geographic Origin	Entered into Canada Prior to School Registration	
	1-12 months	13-24 months
Europe, Asia, Africa, South America Central America	1.000	.500
North America	.150	.075
British Isles, Australia and New Zealand		
Pacific Islands, East Indies, West Indies	.850	.425

3.2.2.6.2. The weighting given to each registration in 3.2.2.6.1. shall be multiplied by a factor corresponding to the time elapsed since the student originally registered in the public elementary and secondary school system in Metropolitan Toronto.

Effective for the school years from September 1, 1980 to August 31, 1983

Chronological Time of Registration	Factor
January to June 3 years ago	.150
July to December 3 years ago	.200
January to June 2 years ago	.250
July to December 2 years ago	.375
January to June a year ago	.500
July to December previous	.625

3.2.2.6.3. The total of the weighted registrations as determined in

3.2.2.6.2. shall be divided by 11.5 to obtain the gross number of E.S.L. Teachers.

3.2.2.6.4. The classroom Teachers generated by the application of the formula in 3.2.2.1.1. to teh weighted registrations determined in 3.2.2.6.2. shall be subtracted from the gross number of Teachers generated in 3.2.2.6.3. to obtain the number of E.S.L. Teachers to be allocated to each Board.

3.2.2.6.5. The staff allocated for E.S.L. purposes in a school year shall be determined by th application of the formula outlined in 3.2.2.6.0. to 3.2.2.6.4. to the weighted registration data collected in the 36 months up to and including December 31 of the preceeding year.

3.2.2.7.0. The number of Teachers to be allocated for adult E.S.L. programs shall be as determined by The Metropolitan Toronto School Board.

3.2.2.7.1. For each Teacher allocated in 3.2.2.7.0., the Total Enrolment of a Board shall be reduced by 1 multiplied by the advanced divisor in 3.2.2.1.1. when determining the Contact Enrolment.

3.2.3.0.0. In the formula for secondary schools set forth in 3.2.2.1.0. to 3.2.2.2.3. inclusive, the equivalent student enrolments for each Board, the sum of which equals the Contact Enrolment for that Board, shall be calculated as follows:

3.2.3.1.0. the timetable of each Teacher in each school as of the last school day in September shall be analysed to determine a total number of Contacts in each school for each of the 5 P.P.C. classifications;

3.2.3.2.0. the total for each P.P.C. classification in each school shall then be expressed as a percentage of the total number of Contacts in the school to 2 decimal accuracy;

3.2.3.3.0. the percentages calculated in 3.2.3.2.0. shall be multiplied by the Contact Enrolment in the school to determine the equivalent student enrolment for each P.P.C. classification in the school;

3.2.3.4.0. these equivalent student enrolments for each P.P.C. classification shall be summed for all schools in each Board to obtain totals for each Board;

3.2.3.5.0. the totals for each P.P.C. classification for each Board shall then be expressed as percentages of the total of the school equivalent students for the Board to 2 decimal accuracy; and

3.2.3.6.0. the percentage calculated as in 3.2.3.5.0. for the previous year shall be multiplied by the Contact Enrolment in each Board (actual, as of September 30, or projected, depending on the data to which the formula is to be applied) to determine the equivalent student enrolment for each P.P.C. classification for each Board.

3.2.4.0.0. The number of Teachers provided for by the operation of the formulae set forth in 3.2.2.0.0. to 3.2.5.0.0. inclusive shall not include consultants, assistant co-ordinators or co-ordinators. Teachers on any kind of leave as of September 30 in a school year, whether paid or unpaid, shall not be included if such leave is intended to last more than 80 days beyond September 30 but Occasional Teachers employed to replace such Teachers shall be counted in the number of Teachers.

3.2.5.0.0. Where equivalent full-time day students, in respect of whom the Ministry of Education provides grant money, do not fall within any of the 5 P.P.C. classifications, they shall generate, at a minimum, a professional teaching staff equivalent to that staff generated by Advanced Level academic students.

3.2.6.0.0. The formulae set out in 3.2.2.0.0. shall be used to determine the allocation of teaching staff to the Boards on an equitable basis and are not meant to be prescriptive of the use which Boards may make of such Teachers. A Board may use its allotted staff as it sees fit in order to satisfy its own educational needs.

3.3.0.0.0. PROCEDURES FOR IMPLEMENTING STAFFNG LEVELS

3.3.1.0.0. The following procedures shall be implemented in order that the S.A.C. may be kept fully informed of the staffing situation of each Board:

3.3.1.1.0. by September 20, the S.A.C. will meet to receive a preliminary report on staffing levels based on projected September enrolments;

3.3.1.2.0. a meeting of S.A.C. will be held by October 20 to receive a further staffing report based on the actual September 30 enrolments;

3.3.1.3.0. if the actual September 30 enrolments are not available, the report will be based on the most accurate figures that are available;

3.3.1.4.0. for each of the months from October through January, a report on staffing levels will be prepared for S.A.C. by the 25th of each following month; and

3.3.1.5.0. subject to the agreement of S.A.C., dates set forth in 3.3.1.1.0. to 3.3.1.4.0. inclusive may be changed if the S.A.C. feels that rigid adherence to them restricts the efficiency of S.A.C.

3.3.2.0.0. On October 10, or as soon as possible thereafter if a Board has not determined its actual September 30 Total Enrolment, the senior administrative official and the representative of the Branch Affiliate shall receive on request a staffing report based on the actual September 30 Total Enrolment.

3.3.3.0.0. By September 30, every reasonable effort shall be made by each Board to hire 100% of its allotted staff based on September 30 actual Total Enrolment.

3.3.4.0.0. In the event of a failure to hire the total number of Teachers as determined for allocation under the terms of this Agreement by Septebmer 30 in a school year, the Board or Boards which has or have not hired its total number of Teachers by the said date shall forthwith furnish the relevant Branch Affiliate or Branch Affiliates with the reasons for such failure. The Branch Affiliate or Branch Affiliates in question may submit such reasons to the grievance procedure under this Agreement. If the award of an arbitration board or arbitrator determines that such reasons are arbitrary, unreasonable or in bad faith, such award may make such order for the rectification of the situation, including the awarding of compensatory sums of

money to 1 or more Teachers or to a Branch Affiliate, as may be deemed appropriate in he circumstances.

3.3.5.0.0. Members of branch affiliates, other than the Branch Affiliates that are parties to this Agreement, who are employed by a Board in junior high schools on the basis of the enrolment of pupils used in the determination of total number of Teachers under 3.2.0.0.0. to 3.2.5.0.0. inclusive shall be counted as Teachers for purposes of this determination.

3.3.6.0.0. The total number of Teachers allocated to Boards as determined by student enrolment in junior high schools shall not be less than the sum of:

(a) The staff allocated to junior high schools determined by the application of the elementary formula for grades 7 and 8 enrolments; and

(b) the staff allocated to junior high schools determined by the application of the junior high school formula for grade 9 enrolment contained in clauses 3.2.2.2.0. to 3.2.2.2.3. inclusive in the Agreement.

3.3.7.0.0. Teachers employed for specified period to replace Teachers who are absent on leave for a period of more than 80 days, and Occasional Teachers employed to replace Teachers absent on leave for a period of more than 80 days, shall be counted as Teachers for the purpose of determining whether the requirements of the Agreement have been satisfied regarding the total number of Teachers to be employed by the Boards under 3.2.0.0.0. to 3.2.5.0.0. inclusive.

Espanola Secondary 1981-1983

9.01 The Espanola Board of Education will staff the Espanola High School for the 1981-82 school year at a staffing ratio of 16.6 to 1, and for the 1982-83 school year at a staffing ratio of 16.4 to 1. However, in both years, if a small variation exists due to a change in enrolment, it is understood that there will be some give and take by both parties.

9.02 The calculation of the Pupil-Teacher ratio shall be as follows:

$$\text{P.T.R.} = \frac{\text{(September 30) average daily enrolment}}{\text{E.H.S. Teaching Staff}}$$

Note: Part-time teachers will be pro-rated. Teachers on leave will not be included in the denominator for the calculation of the P.T.R.

9.03 The Espanola High School will be staffed for September 1 in accordance with the Board's (or Principal's) projected enrolment as of May 1 with

the understanding that adjustments may be required when final official enrolment figures are available on September 30 to conform with articles 9.01 and 9.02.

Essex County Secondary 1980-1982

10.03 Pupil-Teacher Ratio

For purposes of staffing, the calculation shall be based on projected enrolments for September 30, 1980, (also applicable for 1981) in accordance with the following formula:

Regular Students - 17.3:1
Occupations and Special
Vocational students - 12.0:1

excluding Principals and .5 for one Vice-Principal at each of the Belle River District High School, the Harrow District High School, L'Essor, the Leamington District Secondary School, and eight (8) remedial teachers.

The remedial teachers will be apportioned to the schools (exclusive of the Special Vocational School or the Occupations program) on the basis of need, as determined by the Director of Education, and shall be in addition to the numbers determined by the P.T.R. formula. Two or more teachers may be assigned to teach the full equivalent timetable of one remedial teacher.

Fort Frances-Rainy River Secondary, 1980-1982

Article 15 The Board agrees to consult with the Branch Affiliate President respecting the staffing of the schools for 1981-82 and will exercise its best efforts to continue to staff on the same criteria as in 1980-81.

Hamilton Secondary, 1981-1982

24.08 As of October 1, the Board will endeavour to have an average Pupil-Teacher Ratio in Secondary Schools (Vocational) not to exceed 12.5:1. The P.T.R. shall include all certificated staff including Principals and Assistants to the Principal.

Lanark County Secondary, 1981-1982

27.01 The pupil:teacher ratio is calculated by dividing the total number of full-time equivalent students enrolled in the Lanark County secondary-school system by the number of full-time equivalent teachers assigned to the schools.

27.02 Teachers in the following positions shall not be included in the calculation of the pupil:teacher ratio as established in Article 27.01: Special Education resource personnel and Co-ordinators.

27.03 If, on September 30, the pupil:teacher ratio exceeds 16.9:1 by more than one percent (1%), sufficient Teachers shall be hired as soon as possible to reduce the pupil:teacher ratio to 16.9:1. This staffing ratio will ensure that no Teacher will be required to teach more than six (6) periods out of eight (8) except by prior agreement between the Principal and the Teacher concerned.

27.04 In planning for the school year 1982/83, the Board agrees to use a pupil:teacher ratio of 16.55:1.

Leeds and Grenville Secondary, 1980-82

10.04 Staffing

(a) The Pupil Teacher Ratio is defined as the total number of full time and full time equivalent students divided by the total staff of educators employed at the secondary school level. The number of teachers within the system shall be calculated using the annual projected September 30 enrolment for the school year in which it will apply and other pertinent data as in 10.03(b) 1 and 2. For the purpose of calculating the P.T.R., the number of educators shall be determined by using the following criteria:

1. each teacher employed full time in the secondary panel, including principals and vice-principals, but excluding surplus teachers, shall be counted as one (1);

2. each teacher teaching part time in the secondary panel shall be pro-rated according to Articles V and X of this Agreement;

3. each teacher teaching a partially secondary and partially elementary timetable shall be pro-rated accordingly for the secondary portion of his/her timetable;

(b) The Board agrees to use a Pupil-Teacher Ratio no greater than 16.70:1 for the school year 1981-82 and a Pupil-Teacher Ratio no greater than 16.60:1 and no less than 16.10:1 for the school year 1982-83.

London Secondary, 1980-82

13.1 Pupil-Teacher Ratio

13.1.1 The number of full-time equivalent staff assigned to schools as of September 30 in each school year shall be determined by dividing the full-time equivalent enrolment as of September 30 in each school year by the Pupil-Teacher Ratio.

13.1.2 The Pupil-Teacher Ratio for the school year 1980-81 shall be 16.62:1.

13.1.3 The Pupil-Teacher Ratio for the school years 1981-82 and 1982-83 shall be 16.45:1.

13.2 Calculation

For the purpose of calculating the Pupil-Teacher Ratio:

1. Full-Time Equivalent Enrolment shall be the sum of the full-time students and the full-time equivalent of part-time students, defined as follows:

   (a) A full-time student shall be defined as a student whose credit load exceeds 50 per cent of the maximum credit load available in that school.

   (b) A part-time student shall be defined as a student whose credit load is equal to, or less than, 50 per cent of the maximum credit load available in that school.

   (c) The maximum credit load available in a school shall exclude the daily lunch period.

   (d) The full-time equivalent of a part-time student shall be obtained by dividing the number of credits in which the student is enrolled by the maximum credits available in that school.

2. Full-Time Equivalent Staff assigned to school shall include:

   Principals and Vice-principals, exclusive of Continuing Education
   Directors
   Heads
   Department Assistants
   Teachers assigned to the Secondary Schools in all areas of service, exclusive of Coordinators and Consultants.

13.2 Staff Allocation

The Staff Complement Committee in allocating staff to schools shall use a formula which takes into consideration the unique characteristics of each school.

13.3 Teacher Credit Load

13.3.1 For the school years 1980-81, 1981-82, and 1982-83, the Board shall ensure that for full-time teachers the maximum number of student credits per teacher per year as of September 30 in each year shall be as follows:

Credits	Subject Area
190	Academic/Buiness Education
130	Technical
118	Occupations - Technical
142	Occupations - Academic

13.3.2 Article 6.2 of the Personnel Munal For Teachers, "Conditions of Work for Quality Learning in Secondary Schools", is reaffirmed as a guideline for principals to use in preparing timetables for teachers.

Michipicoten Secondary, 1981-1983

11.01 Staffing Formula

a. The Board agrees to staff Michipicoten High School based on the projected September enrollment at a maximum pupil-teacher ratio of 14.9:1.

b. A committee composed of Board members, Administrators and members of the Affiliates shall be set up on an annual basis to establish:

i. the program to be offered.
ii. a mutually acceptable method of staffing that program.

Their deliberations are to commence so that fruitful results are prepared for implementation for the following year.

Muskoka Secondary, 1980-1982

Article 13. - Pupil-Teacher Ratio

13.01 The BOARD will assign teaching staff to the secondary schools in the Muskoka Division to provide a pupil-teacher ratio not lower than 17.00:1 and not higher than 17.40:1.

13.02 The calculation for pupil-teacher ratio shall be as follows:

$$\text{P.T.R.} = \frac{\text{Sept. 30 projected enrolment}}{\text{Total certificated teaching staff for secondary schools}}$$

13.03 The projected Sept. 30 enrolment figure shall be the total number of full-time equivalent day school students.

13.04 The total number of teaching staff shall be the total full-time equivalent certificated teaching staff assigned to Huntsville High School, Bracebridge and Muskoka Lakes Secondary School and Gravenhurst High School

13.05 For projected staffing for September, 1981 the P.T.R. shall be 17.30:1 and for September, 1982 the PTR shall be 17.10:1.

13.06 The principals will be informed when the calculation on the actual Sept. 30 enrolment exceeds the maximum in Clause 13.01. The Director of Education, on request of a principal and with the approval of the Board, will take the action necessary to restore the ratio within the range.

13.07 Should the calculation on the actual Sept. 30 enrolment be lower than the minimum in Clause 13.01, the Director of Education, after consultation with the principals and approval of the Board, will take the action necessary to restore the minimum ratio for January 1 following or September 1 following.

Niagara South Secondary 1981-1982

11.01 Staffing

11.01.01 (a) The P.T.R. as defined below shall be determined by the Board but shall not be greater than 16.7:1 as at September 30, 1981 for the school years 1981-82 and 1982-83.

(b) The P.T.R. is defined to be the total full-time equivalent enrolment of the Niagara South secondary schools on September 30th divided by the total number of full-time equivalent teachers, principals and vice-principals assigned to any of these schools.

11.01.02 The initial staffing for 1981-82 and 1982-83 shall be determined by dividing the estimated total full-time equivalent enrolment of the Niagara South secondary schools by the sum of the positions listed below.

Academic Positions

$$\frac{\text{Official Projected Enrolment X \% of Current Year's Academic Credits}}{18.25}$$

Technical Positions

$$\frac{\text{Official Projected Enrolment X \% of Current Year's Technical Credits}}{14.22}$$

Vocational Positions

$$\frac{\text{Official Projected Enrolment X \% of Current Year's Vocational Credits}}{11.50}$$

(1) Calculations shall be based upon official projected figures as provided by the Principals and approved by the Superintendent of Operations

(2) Academic level shall include Advanced, General and Open courses

(3) Vocational level shall include Vocational Academic, Vocational Practical and Basic level courses

11.01.03 The staffing as outlined in 11.01.02 shall be recalculated during the first week of October based on the actual September 30 enrolment. Additional staff generated by this recalculation shall be recalled from the supply pool or, if necessary, hired forthwith, but no hiring of staff shall be made for variations of less than one-half a teacher. Conversely no teacher may be released from the staff becasue of a variation that would result in lowering the staff compliment.

11.01.04 Procedures to be followed for staff allocation to the individual schools shall be in accordance with Board Policy A-22, Staff Allocation - Secondary.

11.01.05 The provisions of Articles 11.01.01 and 11.01.02 shall terminate on June 30, 1983 and shall not limit the rights of the parties to negotiate the P.T.R. for 1983-84 school year during the negotiations for the 1982-83 school year.

Nipissing Secondary, 1980-1982

Article #14

Pupil-Teacher Ratio

14.01 For the purposes of determining PTR, a teacher shall mean the number of full-time equivalent teachers, principals and vice-principals assigned on a daily basis to the secondary schools of Nipissing. Consultative personnel assigned to Central Office or having system-wide duties, teachers on leave, supernumary teachers, and teachers in the Supply Pool shall be excluded from the calculation.

14.02 Definitions:

14.02 (a) Supernumerary List - List of Teachers who do not formally belong to the system staff complement, but who are associated with it to assist in cases of need or emergency.

14.02 (b) Full-Time Equivalent Student - A student who, on September 30, is registered for an average of more than 150 minutes per school day in a cycle. If a day student is registered for 150 minutes or less, the fraction that he bears to a full-time equivalent student shall be calculated by dividing the average number of minutes per school day in a cycle that he is registered in a school by 300.

14.02 (c) Total Enrolment - The total number of full-time equivalent students enrolled in a school or in the Board on Sepbember 30th.

14.03 1980/81

14.03 (a) The Board shall attempt to ensure a system-wide Pupil-Teacher Ratio of 16.7 to 1 (rounded off to the nearest 0.1) based on September 30th, 1980 enrolment.

14.03 (b) If the system-wide Pupil-Teacher Ratio is above 17.0 to 1 on September 30th, 1980 enrolment, the Board shall immediately advertise for, and attempt to hire, suitable qualified teachers to bring the system-wide Pupil-Teacher Ratio to below 17.0 to 1.

14.03 (c) If the system-wide Pupil-Teacher Ratio is below 16.4 to 1 on September 30th, 1980 enrolment, the Board shall declare sufficient teachers as supernumerary, in accordance with the method outlined in Article 17 for surplus teachers. Sufficient teachers shall be declared supernumerary to bring the system-wide Pupil-Teacher Ratio to above 16.4 to 1. The Teachers so designated shall be placed on a supernumerary list, at no loss in salary, for later placement.

14.03 (d) If the system-wide Pupil-Teacher Ratio is above 16.7 to 1 and any school's Pupil-Teacher Ratio is above 17.3 to 1 on September 30, 1980 enrolment, the Board shall immediately advertise for, and attempt to hire, suitable qualified teachers to bring the Pupil-Teacher Ratio to below 17.3 to 1 in that school.

14.03 (e) On September 30th of each school year, the actual Pupil-Teacher Ratio for the system shall be calculated to determine the number of Teachers (if any) for the system that would have to be added to, or subtracted from, the total staff complement of the secondary schools to bring the system to a PTR of 16.7 to 1. This adjustment of Teachers shall then be added to, or subtracted from, the total secondary school staff complement projected for the system for the following year. This method of adjusting the over-hiring and under-hiring in the year following the actual differences from projections shall continue each year.

14.03 (f) By October 10th, the Board shall make available to the Federation Affiliates its information on September 30th enrolment and staff complement.

14.04 <u>1981-82</u>

14.04 (a) The Board shall attempt to ensure a system-wide Pupil-Teacher Ratio of 16.4 to 1 (rounded off to the nearest 0.1) based on September 30th, 1981 enrolment.

14.04 (b) If the system-wide Pupil-Teacher Ratio is above 16.7 to 1 on September 30th, 1981 enrolment, the Board shall immediately advertise for, and attempt to hire, suitable qualified Teachers to bring the system-wide Pupil-Teacher Ratio to below 16.7 to 1.

14.04 (c) If the system-wide Pupil-Teacher Ratio is below 16.1 to 1 on September 30, 1981 enrolment, the Board shall declare sufficient Teachers as supernumerary, in accordance with the method outlined in Article 17 for surplus Teachers. Sufficient Teachers shall be declared supernumberary to bring the system-wide Pupil-Teacher Ratio to above 16.1 to 1. The Teachers so designeated shall be placed on a supernumerary list, at no loss in salary, for latter placement.

14.04 (d) If the system-wide Pupil-Teacher Ratio is above 16.4 to 1 and and school's Pupil-Teacher Ratio is above 17.0 to 1 on September 30, 1981 enrolment, the Board shall immediately advertise for, and attempt to hire, suitable qualified teachers to bring the Pupil-Teacher Ratio to below 17.0 to 1 in that school.

14.04 (e) On September 30th of each school year, the actual Pupil-Teacher Ratio for the system shall be calculated to determine the number of Teachers (if any) for the system that would have to be added to, or subtracted from, the total staff complement of the secondary schools to bring the system of PTR of 16.4 to 1. This adjustment of Teachers shall then be added to, or

subtracted from, the total secondary school staff complement projected for the system for the following year. This method of adjusting the over-hiring or under-hiring in the year following the actual differences from projections shall continue each year.

14.04 (f) By October 10th, the Board shall make available to the Federation Affiliates its information on September 30th enrolment and staff complement.

North Shore Secondary, 1981-1983

13:01 It is the desire of the Board and the Teachers to strive constantly for improvement in the quality of education offered to students under the Board's jurisdictions.

Staffing details are contained in the policy No. 015A - P.T.R./ Class Size (Secondary Schools) - dated May 7, 1979.

POLICY STATEMENT

It is the desire of this Board to provide its students and teachers with optimum learning and teaching conditions, within its financial capabilities. To help meet this objective the Board will endeavour to staff its Secondary Schools to realize an overall pupil/teacher ratio of 16:1 (excluding any additional teachers hired as a result of French as a First Language grant), providing such a ratio can be maintained within a budget consistant with responsible fiscal management.

Ottawa Secondary, 1980-82

Article 20 - Staffing & Conditions of Work

Staffing of Schools

20.01 It is clearly understood that the allocation of staff within each school shall be determined by the Principal in consultation with his staff and the Superintendents.

The formulation contained in Article 20 will be used to determine the allocation of minimum total teaching staff for each school for the school years 1981-82 and 1982-83.

20.02 a) Exclusive of support staff, under 20.02(c), Teachers on Education Leave, central staff and special education Teachers, the formulation determines the number of Teachers which shall be allocated to a school when average class size is determined by multiplying each Loading Factor stipulated in 20.02(b) by a constant which for the school years 1981-82 and 1982-83 is stipulated as 13 plus or minus .25.

b) Classroom Teacher Formula — Loading Factor

		1981-82	1982-83
1.	Academic Advanced & Enriched	2.10	2.10
2.	Academic General	1.95	1.90
3.	French-Anglais (second language)	1.70	1.70
4.	Technical & Home Economics	1.30	1.30
5.	Special Vocational Academic (e.g., Borden or Highland Park, McArthur & Cartier where such programmes are applicable)	1.20	1.20
6.	Special Vocational Shops (e.g., Borden)	1.00	1.00
7.	Vocational Academic (e.g., Highland Park)	1.50	1.50
8.	Vocational Shops (e.g., Highland Park)	1.20	1.20

c) Support Staff

1. Principal: 1 per school
2. Criteria for the appointment and withdrawal of Vice-Principals

i) Where the school enrolment exceeds 1,200 students, the school will be allocated 2.0 Vice-Principals.

ii) Where the school enrolment exceeds 900 students, but is less than 1,200 students, the school will be allocated 1.5 Vice-Principals.

iii) Schools with less than 900 students, other than where (iv) applies, shall be allocated 1.0 Vice-Principals.

iv) In Special Vocational Schools and Vocational Schools with

enrolment over 600 pupils, there shall be two (2) Vice-Principals.

Note During the 1981-82 school year, the Vice-Principal Review Committee will study the criteria for the appointment and withdrawal of Vice-Principals and will report its findings by December 1981 to the Consultation Committee for further deliberation, with a view to making a joint recommendation to the Employer and to the Branch Affiliates by January 1982 on revised criteria for implementation in September 1982.

In the interim, the parties have agreed that effective September 1, 1981, Vice-Principals will be appointed to the level of 1.5 in those schools with an enrolment in excess of 650 students. These positions will remain in place until the parties have implemented the recommendations of the Consultation Committee. These recommendations must be submitted for approval by the parties by February 1982.

3.Librarians: Two (2) per school - one (1) Teacher Librarian and either a professional Librarian or another Teacher Librarian, except for Vocational and special Vocational Schools where there shall be one Librarian only.

4.Guidance Counsellors: one (1) per 300 students and in special Vocational Schools, one (1) more per 400 students or major part thereof.

5.Allowance for Heads of Organizational Units: onesixth (1/6) Teacher for each Organizational Unit.

20.03 X-Factor

a) Within the parameters of the X-factor as established in 20.02 above, the constant X-factor shall have a precise application at a definite value as determined by the Employer following receipt of recommendations of the Consultation Committee. The exact value of the X-factor to two decimal places for the system shall be determined by the Employer no later than March 31, and shall be applied on the basis of the projected September 30 enrolment as determined by the Employer following consultation with the Principals.

b) The parties agree that staffing shall be such as of September 30, using actual enrolment, as to the result in an X-factor value of 13 plus or minus .25.

Should staff be insufficient to attain an X-factor of 13.25, the Employer shall hire such staff as required to attain the level 13.25. Should staff be in excess of that required to attain an X-factor of 12.75, Teachers may be laid off using procedures of Article 18, effective December 31 as required to attain a level of 12.75.

Peterborough Secondary, 1981-82

Article XVII - Units of Strength for Staffing Secondary Schools to Provide for Quality Education

17.01 In order to staff secondary schools in a manner which will provide the utmost flexibility for the type of staff which a school needs, professional and support staff for secondary schools will be provided on a units of strength for staffing as

follows:

17.01.01 The classroom teacher represents the basic unit. All other units are defined in terms of their relationship to the basic unit, having taken into account basic salary, additional responsibility allowance and time free for supervision.

17.01.02 Units defined for the years 1982-83 and 1983-84

Position	Units	Position	Units
Principal	3.00	Teacher	1.00
Vice-Principal	2.50	Secretaries	0.40
Subject Director	1.45	Para Professionals	0.40
Major Head	1.40	Business Assistant	0.70
Minor Head	1.25	Technical Assistant	0.40
Assistant Head	1.20	Technician	0.50
Chairman	2.00	Lay Markers, etc.	0.20
Student Activity Chairman	1.30		

17.01.03 Other positions may from time to time be established and a unit value arrived at cooperatively by the Principals, Superintendents and Director of Education. These unit values are subject to review annually during October and November by the Director, Superintendents and the Principals in consultation with the Federation Executive.

17.02 The units of strength for staffing of each school be established as of September 1st, and will not change for that school year, (i.e., until June 30th) unless an error in excess of 4% of staffing enrolment has been made for schools up to 900 students or 3% error for schools over 900 students.

17.03 The staffing enrolment shall be the September enrolment projection (as agreed on by the Principals and Superintendents and the final figure to be set by the Board on the recommendation of the Director of Education) reduced by 1.5% in recognition of early drop-outs.

17.04 All student enrolment figures shall be in full-time equivalents (F.T.E.) as submitted in the Ministry of Education September 30th statistical report of Principals.

17.05 Any adjustments to staff shall be based on the enrolments reported by the Principals as of September 30th.

17.06 Staffing adjustments shall be effective as of October 1st as follows:

17.06.01 Increase: If in schools under 900 students the september 30th enrolment exceeds 104% of the staffing enrolment, additional units of strength will be allowed for all students that are in excess of the 104%. For schools of over 900 students additional units will be allowed for all students in excess of 103% of staffing enrolment.

17.06.01 Decrease: If in schools under 900 students the September 30th enrolment falls below 96% of the staffing enrolment, units will be deleted for all students short of the 96%. For schools of over 900 students, units will be deleted for all students short of 97% of the staffing enrolment.

17.07 Allocation of Units

17.07.01 Thirty-eight (38) units shall be allotted for the first 450 students of staffing enrolment.

17.07.02 Units for the remaining students are assigned by subtracting 450 from the staffing enrolment of the school and dividing the remaining number of students as follows:

Level 1 & 2 - Gr. 9, 10, 11 & 12	1:11.5
All other students	1:17.3

The quotients so obtained are added to the basic units (38)

17.07.03 An additional 0.4 units to provide for an occupational headship shall be allotted to those schools having 75 or more Level 1 and Level 2 students as of September 30, this allowance to be made retroactive to September 1, where applicable.

17.07.04 To provide sufficient staff for the small classes required for remedial and general level students, effective September 1, 1981, .002 additional units shall be added for each student enrolled in Level 3 or Level 4 English on September 30th of the previous year, such additional units so produced to be used for Special Education.

17.08 Examples

17.08.01 Example #1

Projected Enrolment	1528
# of occupation students gr. 9, 10, 11 & 12 (included above)	178
# of Level 3 and Level 4 English students on September 30 of previous year	666

Staffing enrolment	1505.08

Calculation of Units

Basic School of 450	38.00
Additional students level 1 & 2 (178 ./. 11.5)	15.48
Regular students (877.08 ./. 17.3)	50.70
Occupational Headship	0.40
General Level Allowance (.002 x 666)	1.33
	105.91

Margin of error to determine any staff adjustment @ 3% = 1550.23 to 1459.93

When adjustments are required:

Increase - allowance for all students in excess of 1550.23

Decrease - delete units for all students short of 1459.93

17.08.02 Example #2

Projected Enrolment	800
# of occupations students (included above)	0
# of Level 3 and Level 4 English students on September 30 of previous year	375
Staffing enrolment	788.00

Calculation of Units

Basic school of 450	38.00
Additional students Level 1 and 2	0.00
Regular students (338 ./. 17.3)	19.54
General level allowance .002 x 375	0.75
Total units	58.29

Margin of error to determine any staff adjustment @ 4% - 819.52 to 756.48

When adjustments are required:

Increase - allowance for all students in excess of 819.52

Decrease - delete units for all students short of 756.48.

Prescott and Russell County Secondary, 1981-1982

ARTICLE XXXVII - PUPIL-TEACHER RATIO

37.01 The school Principal, with the assistance of the Department Heads, must see that the work load of his teaching staff is fairly divided; examples of factors to be considered are:

1- the number of students in the groups
2- the number of course preparations
3- the level of difficulty of courses
4- the level of the courses given to students.

37.02 Because of the bilingual nature of our schools and because of the small schools under the jurisdiction of the Prescott-Russell Board of Education, it is agreed that the overall pupil-teacher ratio is set at 16.00 to 1 for the school year 1981-82 subject to the following provisions:

a) The overall number of teachers is not reduced unless the pupil-teacher ratio falls below 15.85 to 1 on September 30, in each school year.

b) The overall number of teachers is not necessarily increased unless the pupil-teacher ratio goes over 16.15 to 1 on September 30, in each school year.

c) The expression "overall pupil-teacher ratio" is understood to mean that pupil-teacher ratio in secondary schools is calculated by dividing the total number of students of the same secondary schools by the total number of secondary school teachers covered by this agreement.

d) Should the bilingual nature of our schools and the size of our small schools change radically, the parties agree to renegotiate the pupil-teacher ratio.

e) It is understood that teachers and students in T.M.R. schools are not covered by this Article; hence they are excluded from the calculation determining the pupil-teacher ratio.

f) The teachers and the pupils participating in the Alternate education programs are not included in this article. They are therefore excluded from the calculations of pupil-teacher ratio.

g) Is also excluded from the calculations of pupil-teacher ratio, the Coordinator of Special Education services.

h) Are also excluded from the calculations of pupil-teacher ratio, the six (6) teachers specifically hired by the Board for remedial programs and classes for pupils with behavioral problems.

37.03 The number of students per group is in conformity with the law.

Renfrew County Secondary, 1981-1982

21.01 (a) The staff of the secondary schools of Renfrew County, for the school year 1981-82 will be determined using a P.T.R. of 16.80:1 and the September 30th enrolment.

(b) During the spring of 1982, all estimates, plans and hirings for the school year 1982-83 shall be executed based on a PTR of 16.80:1 and the estimated enrolments for September 30, 1982.

21.02 (a) For the purposes of this Article special education teachers shall not include those teachers of occupations classes.

(b) For the purposes of Clause 21.01 staff will include all qualified teachers except as provided herinafter. Included in this staff will be one special education teacher for each school. Special education teachers beyond the foregoing one per school will be outside the P.T.R. Teacher assistants and para-professionals will be included in the ratio equivalent to one-half a teacher.

(c) The use of teacher assistants and para-professionals shall be determined through consultation between the principal and the teachers in each school. Unless there are compelling reasons, the principal should follow the expressed desire of his staff as expressed by a democratic process the nature of which shall be determined by the teachers.

21.03 (a) The ratio as set out in Clause 21.01 (a) will result in the following for 1981-82: Arnprior 17.15; Champlain 17.44; Fellowes 15.77; Mackenzie 17.04; Madawaska 16.44; Opeongo 16.57; Renfrew 17.00.

(b) The ratio as set out in Clause 21.01 (b) will result in differentiaed PTR's for the 7 high schools. Updated weighting factors will be used in the same type of calculations used to determine Clause 21.03 (a).

21.04 By September 30th, every reasonable effort shall be made by the Board to hire the staff required under this Agreement. In the event more staff has been hired than required by the ratio set out in Clause 21.01, the Staffing Allocations Committee established by Article 22 shall meet and try to solve the problem through mutually acceptable solutions.

21.07 For the purposes of staffing the students in the Pembroke Junior Vocational School shall not be included in the enrolment figures used in Clause 21.01. The portion of time a teacher spends teaching in the Pembroke Junior Vocational School shall not be included in the staff determined by application of Clause 21.01.

21.08 Effective September 1, 1982, each school with an equivalent full-time enrolment of less than 800 (based on September 30th enrolments), shall receive one teacher over and above the number of teachers provided under Clauses 21.01 and 21.03.

Sault Ste. Marie Secondary, 1980-1982

16.1.1 The Board agrees that the following maximum class sizes are desirable to ensure educational opportunity in good teaching and learning, effective September 1978:

Academic, Advanced	30 students
Academic, General	25 students
Technical	20 students
Commercial	30 students
Occupational Academic, Basic	20 students
Occupational Technical, Modified	15 students

16.2.1 The parties agree that a floating pupil teacher ratio for the system of between 16.6:1 and 16.8:1 will be established for the school year 1981-82. For each .1 P.T.R. above 16.8:1 add one teacher. For each .1 P.T.R. below 16.6:1 subtract one teacher. Reallocation of staff will be carried out based on September 30th enrolment and the projected enrolment for semester 2 on January 2nd. Staffing for each school will be determined by the following process:

(i) from the option sheets, tally the total number of subject selections.
(ii) calculate the percentage of subject selections in each category (see 16.2.2).
(iii) apply each percentage calculated to the projected enrolment for September 30th (projected as of March) to give the number of full-time equivalent students in each category.
(iv) divide the number of full-time equivalent students in each of the categories by the applicable P.T.R. specified in 16.2.2 to determine staff allocation for each school.
(v) total numbers of staff for the schools and calculate the system P.T.R.

16.2.2 A staff distribution formula shall be as follows:

Advanced	P.T.R.	19.5:1
Open	P.T.R.	18.5:1
General	P.T.R.	17:1
Technical	P.T.R.	13.8:1
At A.H.H.S. Basic	P.T.R.	13.8:1
Modified	P.T.R.	10.4:1
Tech. - Occ	P.T.R.	10.4:1

16.2.3 During the school year 1980-81, Article 16.1.1 and 16.3.1 will apply. Staffing for 1981-82 will be based on the distribution formula stated in 16.2.2 with the staff for each school determined by the process described in 16.2.1.

16.2.4 Staffing for 1981-82 and 1982-83 will be based on the P.T.R. Formula. The right to grievance under Articles 16.1.1 and 16.3.1 shall be waived. A committee will monitor class sizes and teacher workload and analyse the effect of the experiment on teacher workload. The committee will report to the parties in November of the first semester of 1981-82. If at this time the experimental approach to staffing is declared to be satisfactory by both parties, any recommendations of the committee may be incorporated into Article 16.0 as amendments under the provisions of Article

1.3.1 and 1.4.1 of the Collective Agreement.

Staffing for the year 1982-83 shall be carried out under the terms of Article 16.2.1 (or 16.1.1), and the right to grievance under Article 16.1.1 and 16.3.1 shall be waived during the year 1982-83.

If either party declares the experimental approach for the staffing process for 1982-83 to be unsatisfactory, the parties will revert to the wording of clauses 16.1.1 and 16.3.1 for the staff process for 1982-83, subject to any negotiation which would take place after January 1982.

Stormont, Dundas and Glengarry County Secondary, 1981-1982

24. Pupil-Teacher Ratio

24:01 The Pupil-Teacher Ratio (P.T.R.) as at September 30th of the school year shall not exceed 17.0:1.

24:02 For the purpose of computing the ratio at September 30 of the school year, the following shall be used:

a) The actual enrolment at September 30 in the secondary schools operated by the Board.

b) The total equivalent full-time number of teachers deployed to secondary schools operated by the Board.

c) Students enrolled in T.M.R. programs shall not be counted in the actual total enrolment in (a) above.

d) Teachers assigned to T.M.R. programs and central office shall not be counted in the total equivalent full-time number of teachers determined in (b) above.

e) Students and teachers in the alternate school program shall not be considered in computing the pupil-teacher ratio.

24:03 The formula for computing P.T.R. shall be as follows subject to conditions in 24:02 above.

$$\frac{\text{Actual enrolment at September 30th}}{\text{Total equivalent full-time number of teachers at September 30th}} \leq \frac{17}{1}$$

Sudbury Secondary, 1981-1982

ARTICLE XIV - STAFFING FORMULA

14.01 (A) For the purpose of staffing, the calculations made during the term of this Agreement (for application in the following academic year) shall be made according to the formula outline below. The numbers of students used shall be based on the OPE of May 1 and staff allotted shall be subject to adjustment made on the actual enrolment as of September 30.

Students and parents are to be informed on the registration form of the local school that all requests for transfer should be completed by May 1st. Transfers between May 1st and September 30th will be sjubject to the approval of the Superintendent of Operations and the Superintendent of Schools for the receiving school.

Each calculation (1 to 6) shall be determined to two decimal places and the total of these figures, rounded to the nearest 0.5 teacher, shall determine the number of staff allotted to each school.

Deviations in staff allotments will be adjusted after consultation with the Staff Relations Committee in accordance with Article 16.

(B) FORMULA BY SCHOOL

1) $\frac{\text{No. of Regular Students}}{18.50^{*} \text{ or } 20.35 \text{ (1981/82)}}$ = Teachers

2) $\frac{\text{No. of Basic Students}}{12.87}$ = Teachers

3) $\frac{\text{No. of Modified Students}}{7.8}$ = Teachers

4) $\frac{\text{No. of Hard-of-Hearing Students}}{6}$ = Teachers

5) $\frac{\text{Total No. of Students}}{300}$ = Teachers (Guidance)

6) Principals, Vice-Principals ('AA' schools only), Librarians = **2 to 4 teachers

The school staff is the sum of (1) to (6) rounded off to the nearest 0.5 teacher. The teaching time of the Master Teacher will not be charged to the school.

NOTE: * to be used in schools of 600 and fewer students
** 2 teachers for schools less than 600 students
3 teachers for schools 600-1199 students
4 teachers for schools 1200 and more students

The teaching staff in each school will be calculated to the nearest half teacher.

NOTE: Effective September 1, 1982, seven (7) teachers to be added to the number of teachers generated by the application of the formula in clause 14.01(B)(1). Teachers so added shall be allocated so as to reduce class sizes of general level program classes.

14.02 If the Board creates a new special education program(s) in the system and such program(s) is not covered by the staffing formula in clause 14.(B), the staff allotment for such program(s) shall be in addition to the said staffing formula.

Timiskaming Secondary, 1981-1983

1.07:02 The system staff complement for 1982-83 will be based on a P.T.R. of 15.2 (not to exceed that figure) and for 1983-84 will be based on a P.T.R. of 15.0.

Waterloo Secondary, 1981-83

PUPIL/TEACHER RATIO

(1) Staffing for 1981-82 will be based on current practices and a Pupil/Teacher Ratio of 17.56.

(2) In the 1982-83 school year, the total number of full time equivalent positions in place as of September 1981, will be retained.

(3) The Branch Affiliate reserves the right to negotiate the Pupil/Teacher Ratio for 1982-83 school year.

Wellington County Secondary, 1981-1983

16:01 Maximum pupil teacher ratio for the duration of this contract will be as follows:

School Year 1982/83 - 17.0
School Year 1983/84 - 17.0
(If a new agreement is not reached)

16:02 Staffing P.T.R.

Subject to Notes in 17:03, when staffing the schools in the spring for the following year, the P.T.R. number used for the calculation of the number of staff necessary shall be as follows:

(1) For the School Year 1982/83

$$\frac{\text{Total Projected Enrolment}}{\text{Total Number of Teachers (F.T.E.)}} = 16.8$$

The P.T.R. will be allowed to reduce to a minimum of 16.6 before teachers will be indicated as surplus to the system. Placement of the teachers generated by the differential between 16.8 and 16.6 will be the responsibility of the Director of Education, in consultation with the Principals and the S.A.A.C.

(2) For the School Year 1983/84

$$\frac{\text{Total Projected Enrolment}}{\text{Total Number of Treachers (F.T.E.)}} = 16.8$$

The P.T.R. will be allowed to reduce to a minimum of 16.5 before teachers will be indicated as surplus to the system. Placement of the teachers generated by the differential between 16.8 and 16.5 will be the responsibility of the Director of Education, in consultation with the Principals and the S.A.A.C.

(3) The staffing for 1981-82 shall be according to the staffing clauses, Articles 16 and 17, of the 1979-81 Collective Agreement.

Wentworth County Secondary, 1980-82

27.01 (a) The Board shall staff the system for the two school years commencing 1980-81 at a pupil-teacher ratio (P.T.R.) of 16.8 + or - .2 employing a minimum of 419 teachers, based on the September '80 enrolment of 6958 and on the September '81 enrolment of 6918.

(b) Should enrolment, as of September 30, 1980 and 1981, be lower than projected, the Board shall staff at 16.8 - .3.

(c) For the purpose of determining P.T.R. a teacher shall mean the number of full-time equivalent teachers, principals, and vice-principals, assigned on a daily besis to the secondary schools of Wentworth County. Consultative personnel and technicians shall be excluded from this calculation.

27.02 (a) Should fewer than 419 teachers be required to maintain a P.T.R. of 16.8 - .2 as of September 30 enrolments, the Board shall employ up to five additional unassigned teachers and shall use them as full-time support teachers.

(b) Support teachers shall be used as supply teachers or for any duties assigned by the Director in accordance with the Education Act.

Windsor Secondary, 1981-1984

ARTICLE X - STAFFING

Teacher Board Complement Committee

10.01 (a) The Board, in co-operation with District 1, shall establish a Teacher Board Complement Committee consisting of four (4) members representative of and appointed by District 1 and four (4) members appointed by the Board, at least one of whom shall be a Trustee.

(b) The Committee shall consider and recommend to the Board by March 31 of each year the projected enrolment as of September 30 of each such year. To enable the Committee to perform such function, the Superintendent of Operations shall furnish to the Committee:

(i) data on projected enrolment furnished by each principal;

(ii) historical enrolment statistics as published by the Board or other sources;

(iii) particulars of the number of option sheets in each school; and

(iv) such other information or data pertaining to enrolment which the Committee or its co-chairman may request.

Whenever possible all materials will be provided at least 48 hours prior to the meeting at which it will be discussed.

(c) The Committee shall recommend to the Board by April 15 each year the allocation of teachers among the schools using the criteria specified in Section 10.02 of this Agreement.

(d) The Board in its discretion may accept or amend any recommendation of the Committee in respect of projected enrolment except an unanimous recommendation by the Committee which shall be accepted by the Board

(e) (i) The Board receipt of the recommendation of the Committee in respect of projected enrolment and the allocation of teachers among the schools shall immediately fix the Pupil Teacher Ratio within the range of 16.5 to 1 to 16.8 to 1 and shall forthwith notify the Committee.

(ii) Should the P.T.R. struck by the Board result in teachers being declared redundant, the Board agrees to let the P.T.R. be adjusted downwards to protect teachers who may otherwise be declared redundant but in no case shall the P.T.R. be adjusted below 16.5:1 for the school year 1981-82, 16.3:1 for the school year 1982-83 and 16.1:1 for the school years 1983-84 and 1984-85.

(iii) The number of teachers determined under this Article shall be employed by the Board but two of them shall remain un-assigned to schools until September enrolment figures are available. The Teacher Board Complement Committee shall then determine the assignment of these teachers.

(iv) Students and teachers in the Services Program at Shawnee Secondary School shall be excluded from the calculation of the overall P.T.R. for the Windsor secondary schools. It is understood that the Services Program will continue to operate with 4 teachers and approximately 32 students.

(f) (i) The Board shall immediately recall or hire additional teachers in accordance with the PTR as fixed by it under Section 10.01 (e) if the actual enrolment as of September 30 each year is higher than the projected enrolment, whether or not the projected enrolment was an unanimous recommendation of the Committee, a Board-amended projection, a District 1 projection, or a projection of Board representatives of the Committee. (Actual enrolment shall include those students registered at Central Registry and not yet registered at specific schools.)

(ii) The Board shall have the right to reduce the number of teachers in its employement as of December 31 in each year, in accordance with the PTR as fixed by it under Section 10.01 (e), if the actual enrolment as of September 30 each year is lower than the projected enrolment, whether or not the projected enrolment was an unanimous recommendation of the Committee, a Board-amended projection, a District 1 projection, or a projection of Board representatives on the Committee. (Actual enrolment shall include those students registered at Central Registry and not yet registered at specific schools).

(iii) For the purpose of this Article, the "fixed" P.T.R. shall be the one originally struck by the Board in April and not the one adjusted to deal with redundant teachers. However if teachers are going to declared redundant, the P.T.R. will again be adjusted downwards to protect teachers who may otherwise be declared redundant but in no case shall the P.T.R. be adjusted below 16.5:1 for the school year 1981-82; 16.3:1 for the school year 1982-83; and 16.1:1 for the school years 1983-84 and 1984-85.

(g) If the Board in exercising its discretion adjusts the number of teachers recommended, it shall so adivse the Committee which in turn will adjust the allocation of the teachers among the schools and shall inform each principal of the allocation to his school.

10.02 The criteria to be employed by the Teacher Board Complement Committee in making its allocation under Section 10.01(c) of this Agreement shall be as follows:

(a) the maximum teaching laod per teacher will be six (6) credits per year;

(b) the maximum teaching load per department head Category I (Major) will be five (5) credits per year;

(c) the maximum teaching load per director will be three (3) credits per year;

(d) teachers shall not cover classes for other teachers except in an emergency and emergency shall mean "unforseeable circumstances occurring during regular school hours";

(e) the maximum number of counselling periods for a counsellor will be thirty (30) periods in a forty (40) period week or its adjusted equivalent in schools not on a 40 period week;

(f) to reflect the varying needs of different types of classes and services the following relative class sizes shall be used to derive appropriate weighting factors for determining teaching and service periods required in each school:

Academic (Advanced and Open Level).....25
Academic (General Level).....22
Science (Advanced).....23
French.....22
Technical.....17
Academic Vocational.....18
Shop Vocational.....13
Remedial (Academic).....15
Counselling Services.....13

Library Services:

less than 1,000 students	- 45 periods
1,000 to 1,200 students	- 50 periods
1,201 to 1,350 students	- 55 periods
1,351 to 1,500 students	- 60 periods
more than 1,500 students	- 65 periods

(g) In addition, aides and clerical help will be continued in the library;

(h) The allocation of staff to each school shall include and be determined as follows:

(i) a principal;

(ii) the appropriate number of vice-principals as determined in Section 8.04;

(iii) one-half teacher for each director;

(iv) one-sixth teacher for each department head Category I (Major);

(v) a total number of teachers equal to the result of the total number of periods including library and counselling divided by thirty (30).

(i) The maximum teacher load for teaching will not exceed thirty (30) periods in a 40 period week, and in addition each teacher shall be on call for two specified periods per week for supervisory duties as determined by the principal, provided such supervisory duties shall not replace supply teaching. Notwithstanding anything herein to the contrary, coaches and others involved in extra-curricular activities should, as far as possible, be exempt from supervisory duties during the season(s) of their activity.

(j) Notwithstanding anything in this Article contained to the contrary, the Board may alter the P.T.R. in accordance with Section 10.01 (e) in which case the criteria in Section 10.02 (f) may be amended accordingly.

Staff Assignment Committees

10.03 The teaching staff of each school shall annually elect nine (9) teachers from its staff to be known as the Staff Assignment Committee. It shall be the function of the Staff Assignment Committee to receive for the principal all material regarding staffing and with the principal to review and evaluate the same with a view to making a mutually satisfactory joint determination for staffing assignment within each school.

10.04 The principal of each school, after consultation with the vice-principal(s), directors, and department heads, shall prepare preliminary staffing assignments within each such school which shall be sent to the Staff Assignment Committee for final determination as provided in this Article.

10.05 (a) The criteria to be employed by the principal and S.A.C. in deciding on staffing assignments will be as follows:

(i) the program requirements in a school will be the determining factor in deciding on the teachers to be retained. Program means those courses of study included in the Ministry Curriculum Guidelines or those courses of study approved by the Ministry;

(ii) teachers will be assigned in accordance with their major subject area(s) qualifications;

(iii) recommendations may be made for teachers to be assigned partially in their minor subject area(s) subject to the Supervisory Staffing Committee's Approval. Such S.S.C. is comprised of the Superintendent of Operations and Area Superintendents;

(iv) schools with 800 enrolment or more shall have at least one male and one female full time equivalent guidance counsellor; schools with less than 800 enrolment shall have a male and a female guidance counsellor represented in the department;

(v) a teacher on leave of absence of one year or less shall be considered to be on the staff of the school from which he/she left;

(vi) the ratio of Library staffing to the criteria of 10.02 (f) shall be approximately the same as the ratio in other areas delineated in 10.02 (f).

(b) No S.A.C. member shall vote on decisions directly involving himself/herself.

(c) Any teacher receiving from the principal and S.A.C., a timetable of less than six periods, may choose to reject it and be declared surplus.

(d) Any teacher receiving an assignment from the principal and S.A.C. in an area for which that teacher is qualified but has not taught for more than ten years, may refuse it and elect to be declared surplus.

(e) Any teacher receiving an assignment in an area in which that teacher is qualified but cannot teach for documented health reasons may refuse it and elect to be declared surplus.

10.06 The principal and Staff Assignment Committee shall make every effort to develop and implement a timetable arrangement consistent with the program requirements of the school that will produce a full timetable in their major subject area(s) for all teachers who:

(a) currently teach a full timetable;

(b) are returning to the school from a leave of absence of one school year or less;

(c) are teaching half-time in accordance with Section 15.02 and who have advised the Board pursuant to Section 15.02 that they wish to return to a full timetable and who are qualified to teach the subjects required;

(d) are presently holding a half-time assignment in two schools and have notified the Superintendent of Operations, principal and S.A.C. Chairman in writing by April 10 that they wish to be considered a full-time member of that school for staffing purposes;

(e) are presently holding a half-time assignment in the school and a half-time position in the permanent supply pool.

10.07 The principal and Staff Assignment Committee shall make every effort to develop and implement a timetable arrangement consistent with the program requirements that will produce a fractional timetable in their major subject area(s) for all teachers who:

(a) are currently on half timetable and who wish to remain on a half timetable subject to Section 15.02; and

(b) are currently teaching full-time and have requested a half timetable subject to Section 15.02.

10.08 Should there be more teachers eligible to teach in a subject area(s) according to Section 10.05, than the program requires the teachers in that subject area(s) with the lowest seniority on the seniority list will be declared surplus. However, where the lowest seniority teacher holds a position of responsibility, than that teacher will not be declared surplus. Notwithstanding the above, teachers in positions of responsibility will be subject to the bumping and declaration of redundancy procedures of Articles XII and XIII.

10.09 (a) Final determination for staffing assignments within each school shall not be made until staff assignments have been posted in the school and teachers have been given two school days to lodge an appeal as provided in 10.09 (b).

(b) Any member affected by the principal and the S.A.C.'s decision may appeal to the school principal and S.A.C.

(c) If a teacher's appeal under Section 10.09 (b) has been rejected and after the principal and S.A.C. have made a final determination for staffing assignments within the school, the teacher shall have two school days to notify the Superintendent of Operations of his/her desire to appeal his/her staffing assignment. The decision of the Superintendent of Operations shall be final.

10.10 (a) If the principal and the Staff Assignment Committee do not make a mutually satisfactory joint determination, then the dispute or disagreement between them shall be referred to the Teacher Board Complement Committee.

(b) If the Teacher Board Complement Committee is unable to resolve the dispute or disagreement, the Board shall make a final determination.

10.11 (a) It is understood and agreed that final staffing assignments may be subject to change due to personnel changes in the system and due to staffing reassignments made by the Supervisory Staffing Committee to accommodate surplus teachers.

(b) When surplus teachers are placed by the Supervisory Staffing Committee in unfilled positions or bumped positions and such placements alter assignments of other teachers established by the principal and S.A.C. under Section 10.05, the principal and S.A.C. shall be given first chance to place the surplus teachers. Failing mutual agreement by the principal and S.A.C., the S.S.C. will make final determination on placing such teachers.

10.12 (a) The grievance procedure in this Agreement shall not be available in respect of staffing assignments made, in accordance with Article 10 of this Agreement, by the principal and S.A.C., or by the Teacher Board Complement Committee in cases where the principal and S.A.C. cannot agree on staffing assignments or by the Board in cases where the Teacher Board Complement Committee has failed to agree.

(b) If, subsequent to the T.B.C.C. making recommendation(s) under Section 10.01 (b) of this agreement, the Board adds program(s) and/or students, the Board shall add staff to cover the additional teaching periods which the additional program(s) and/or students will necessitate and will negotiate with the teachers a method of staffing such programs.

10.13 (a) On the second Friday following the opening of school each year, the T.B.C.C. shall review and re-allocate, if necessary, the number of teachers allocated to each school.

Where the T.B.C.C. reaches a consensus, it shall report its decision to the Board at the next regular meeting in September at which time the Board shall ratify and implement the decision to re-allocate or add staff as is necessary.

In the absence of a consensus within the T.B.C.C. with respect to a decision, the T.B.C.C. shall attend the next regular meeting of the Board and present its views following which the Board shall make a final and binding decision.

(b) Any decisions and/or actions made under 10.13 (a) will not interfere with or prejudice any provisions of 10.01.

York Region Secondary, 1981-1982

6.01 The staffing ratio is calculated by dividing the total secondary student enrolment converted to full-time equivalents by the sum of the number of full-time teacher equivalents assigned to secondary school subject to Article 6.09.

6.02 It is agreed that the secondary schools will be staffed for 1981/82 on a system-wide staffing ratio of 16.88 to 1 on the basis of projected enrolments for 1981 09 30 and for 1982/83 on a system-wide planning figure of 16.83 to 1 on the basis of projected enrolments for 1982 09 30 subject to Article 6.09.

6.03 (a) The total number of teachers available on this basis shall be allocated to the secondary schools with the exception of 1.0 teacher, who shall be released from teaching duties to act as President of District 11.

(b) The Board agrees to release the equivalent of a one-half timetable for a member of the District 11 Negotiating Team, at Distruct 11 expense, for the school year convered by this agreement. The District agrees to communicate to the Board by June 15 of each school year, the name of the teacher to be so released for the following school year.

6.04 Where a principal with the support of the majority of the staff decides that one or more aides would be to their advantage, each such position will be converted to the equivalent of 0.5 of a full-time teacher.

Where the position of a teacher aide becomes vacant due to resignation or termination, that vacancy shall be filled by the equivalent of 0.5 of a teacher unless the principal, with the support of the majority of the staff, decide to replace the teacher aide.

6.05 As of 1981 09 30, the staffing ratio for secondary schools on a system-wide basis shall be within .75% of 16.88 to 1.

6.06 (a) It is the intention of the Board to hire at a staffing ratio of 16.88 to 1 using the 1981 09 30 date for determining the enrolment.

(b) If the staffing ratio on a County-wide basis is higher than as per 6.06 (a) and if principals of individual schools that have greater enrolment than predicted determine a need exists for added teacher strength, the Board shall hire as soon as possible the teachers required to meet the principal's determined needs but not beyond the 16.88 staffing ratio figure.

(c) In the event there is a surplus of teachers based on Article 6.06 (a), the Board has the right to decrease the number of teachers to meet the terms of this agreement beginning with Probationary Teachers.

6.07 By September 15 of each year the teaching staff in each secondary school shall elect a committee of three teachers to assist the principal or his/her designate in gathering collating and verifying all in-school data and materials pertaining to the staffing of the school for that year and the following school year.

This committee will also be responsible for recording the details of and reasons for any extraordinary assignments.

6.08 A teacher elected by each secondary school staff shall be invited to participate in the Area staff allocation meeting(s).

A representative of District 11 shall be invited to the County staff allocation meeting.

6.09 The number of full-time equivalent teachers assigned to occupations and special education inthe various categories as reported to the Ministry of Education in the June 1981 Board Report as amended in September, 1981 will be used as a base.

For planning purposes for 1982/83 and subsequent years, any projected variations from the base will be counted as shown below:

(a) A change of one full-time equivalent teacher assigned to occupations who will be reported in the next year's June Board Report shall be counted as 2/3 of a teacher withing the staffing ratio.

(b) A change of one full-time equivalent teacher assigned to special education who will be reported in the next year's June Board Report shall be counted as 1/3 of a teacher within the staffing ratio.

6.10 If, after 1981 09 30 and during the term of this Agreement, a new program is introduced or an ongoing program is increased, the Board will provide the appropriate number of additional teachers for such new or increased programs.

If a program is eliminated or reduced during this same period, the appropriate number of teachers who become available because of such elimination or reduction of program shall be reassigned to existing vacancies in the system. If there are no vacancies, such teachers shall be declared redundant in accordance with Article XIV.

Dufferin-Peel RCSS, 1981-82

Subject toavailability of acceptable staff and classrooms, the Board shall maintain its staffing ratios at those in operation on September 30, 1981.

Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1981, will be followed.

STAFFING GUIDELINES (AM - 15/05/79)

Under the intention of allowing for flexibility and providing for individual needs, the following staffing guidelines have been established to generate a number of specific personnel.

Regular Teaching Staff

JK 1:20 per half day	aide available as per Board/Teacher Agreement
SK 1:25 per half day	aide available as per Board/Teacher Agreement

1-2 1:26

3-6 1:30

7,8 1:30

9,10 1:25

Developmental Special Education Teachers

Allocation 1 to 500 - additional to be generated by re-adjusting P.T.R.

Library Resource Staff

0-300 students	-	.4 librarians
301-400 "	-	.6 librarians
401-500 "	-	.8 librarians
500 and over	-	one full time librarian

Library Clerks

700-799 students	-	4/10
800-899	-	6/10
900-999	-	8/10
1000+	-	10/10

The existing 2 floaters for schools under 700 to be maintained.

French Second Language

Number of classes (1-8) x 2.5 divided by 25

Number of classes (9 & 10) x 5 divided by 25

Industrial Arts and Family Studies

(number of classes (7 & 8) x 2) + (number of classes (9 & 10) x 5) divided by 34

Special Services Resource Staff

Family Resource Staff consisting of a team of one behaviour consultant, one social worker, one speech pathologist assigned for each 3000 students. Maintain the position of Department Heads in Psychology and Social Work, and Coordinator of Speech Pathology.

Child Care Workers

- one per sensitivity class

- one per Family of Schools

Academic Resource Staff

Board wide ratio of 1:3000

Family centred ratio of 1:1000

Emphasis here is on an "ad hoc" basis with built-in reassessment of goals and needs.

Vice Principals

Number of Students	V.P. Time
400	3/10
450	4/10
500	5/10
550	6/10
600	7/10
650	8/10
700	9/10
750	10/10
800	11/10
850	12/10
900	13/10
950	14/10
1000	15/10

An increase of 1/10 for each Sepcial Education class.

Pupil/Teacher Ratio

The ideal pupil/teacher ratio within the system should not be more than 25:1. (Pupil/teacher ratio includes all pupils and all educational personnel possessing a teaching certificate). (BP 5.22)

Guidance

1 per schol with Grades 9 and 10.

1/2 for Holy Name of Mary.

Essex County RCSS, 1980-1982

9:01 The Board shall establish and maintain the pupil-teacher ratio in accordance with the limitations placed on the Board by the Ministry of Education in the building of permanent accommodation.

9:07 The pupil-teacher ratio as of September 30, 1980, is 19.3 to 1 calculated in the following manner:

E.G. K-10 pupils - 9426
K-10 Staff - 463.8, plus 24 principals - 487.8
9426 divided by 487.8 = 19.3

It is the intention of the Board not to exceed this PTF for the school years 1980-81, 1981-82. A maximum of three teachers on letters of permission shall be excluded from the calculation of the PTR.

Halton RCSS, 1981-1982

ARTICLE XXVI CONDITIONS OF EMPLOYMENT

26.01 Subject to the Board's financial ability and availability of acceptable staff and classrooms as determined by the Board, the Board shall maintain its staffing ratios system-wide as per Board policy.

26.02 Subject to the conditions specified in Clause 26.01 and the provisions of Board Policy I-8, Staff Allocation Committee, the Board shall make its final Kindergarten to Grade 8 system staff allocations, including vice-principal appointments and relief allocations and principal relief allocations, following consideration of a report, to be received not later than April 1, in any given year, of the Halton Roman Catholic Separate School Board Staff Allocation Committee.

OPERATING POLICY

SUBJECT: STAFF ALLOCATION COMMITTEE POLICY NO. I-8

POLICY: Subject to the Board's financial ability and availability of acceptable staff and classrooms as determined by the Board, the Board shall maintain its staffing ratios system-wide in accordance with Policy I-8 inclusive of the School Staff Allocation Factors identified in Policy Addendum, I-8(a).

STAFF ALLOCATION COMMITTEE: Subject to the conditions specified withing this policy, a Staff Allocation Committee shall be established not later than January 15th in each year.

TERMS OF REFERENCE:

The Staff Allocation Committee shall submit to the Board, in accordance with the procedures listed below, the following reports:

(a) Staff Allocation Report which shall contain

- suggested staff allocation factors at school sites, and
- an overview of the effect of these factors at each school, and
- suggestions with respect of other staff requirements for the development and/or implementation of programs for grades Kindergarten to eight.

(b) Staff Allocation Overview Report which shall contain

- an outline of the effect at September 30th of the annual determination by the Board of its staffing provisions.

NOTE: Special Education staffing requirements will remain the prerogative of the administration and/or the Special Education Advisory Committee and is, therefore, excluded from the terms of reference of the Staff Allocation Committee.

COMMITTEE MEMBERSHIP:

The Staff Allocation Committee shall consist of the following members:

- The Director of Education and/or designate(s).
- Two elementary School Principals.
- One Communications Consultant.
- Three classroom teacher representatives selected jointly by the Halton units of O.E.C.T.A./A.E.F.O.

PROCEDURES:

The Principals shall submit to the school Superintendent proposed school organization plans for the subsequent school year, not later than January 31 in any given year. Such proposed organization plans shall indicate the anticipated student population in the school, and in each given grade. Principals shall include with their submission, a rationale for their school enrolment projections. The organization plans will be made available to the Staff Allocation Committee.

The Staff Allocation Committee shall meet as required to prepare the reports.

The Board shall include in its supply teacher budget allocations, sufficient provision for nine (9) supply teacher days for use by the Staff Allocation Committee.

MINORITY REPORT: Provision for receipt by the Board of one or more minority reports is herewith included.

TRANSFER AND REDUNDANCY: It is recognized that suggestions made by the Staff Allocation Committee will effect the transfer of staff from one school to another and may result in school site staff redundancies. In either case the appropriate articles of the Collective Agreement shall apply.

BOARD DETERMINATION: Upon receipt of the reports indicated in Procedrues above, and/or any additional analysis by the administrative staff, the Board shall make such final decisions with respect to staff allocations, staff allocation factors, program staff and other academic staff requirements as it may from time to time determine.

REFERENCE: Regular Meeting of Board,

DISTRIBUTION: Board Members, Administrative Staff, Principals and Teachers.

SUBJECT: ELEMENTARY SCHOOL STAFF ALLOCACTION FACTORS

1982 STAFF ALLOCATION FACTORS

NOTE: 1

Factors indicated are considered to be divisors. Therefore:

$$\frac{\text{Number of Students}}{\text{Factors}} = \text{Number of Teachers}$$

NOTE: 2

The total 'Basic Classroom' teachers (B) shall be rounded to one place of decismals.

NOTE: 3

The number of teachers (C) through (F) shall be rounded to one place of decismals.

F A C T O R S

AREA	STUDENTS	FACTORS	TEACHERS
A. Kindergarten		61	-
B. Basic Classroom			
. Grades 1-3		30	-
. Grades 4-6		30	-
. Grades 7-8		30	-
TOTAL			
C. School Administration			
. Principal	School administration factor to		-
. Vice-Principal	be determined within F.T.E. staff - complement of 26.9		-
D. Special Education			
. Resource	Special Education factor to be		-
. Special Education	determined according to plan		-
. E.S.L.	required by Ont. Reg. 1057/80 as amended by Ont. Reg. 553/81		-
E. Program			
. French Second Language (Grade 4-8)	210 students minimum		-
. Library (minus K.)	Library factor to be determined within 1981 existing staff complement		-

NOTE: 4

The elementary staff allocation factors will be used for the preliminary allocation of academic staff to the elementary (K-8) schools of the Halton Roman Catholic Separate School System for the School Year commencing September 1, 1982 in accordance with the provision of Policy I-8.

It is the responsibility of the School Principal, subject to the authority of the appropriate Superintendent, to deploy the allocated staff and to assign duties to teachers in accordance with the program requirements of the system and the organizational needs of the school.

It is understood that actual class size in most schools will differ from the classroom factors because of program and organizational needs. Thus, the staff allocation factors are not equivalent to school site class loading.

In the event that the School Administration Staff allocation for a given school results in a quotient of less than 1, the principal shall be expected to assume school site and/or system teaching duties exclusive of regular classroom duties except where, to the mutual statisfaction of the principal and the appropriate Superintendent, a determiniation is made that such duties are preferable to other available alternatives.

REFERENCE: Regular Meeting of the Board

DISTRUBUTION: Board Members, Administrative Staff, Principals and Teachers.

Huron-Perth County RCSS, 1981-1982

12.01 It is understood and agreed that, for the mutual benefit of the Teachers employed by the Huron-Perth County Roman Catholic Separate School Board and the pupils within its jurisdiction, the common philosphy is to maintain in this and subsequent years, a ratio consistent with that developed from the number of full-time equivalent pupils and Teachers during the school year 1977-78, provided that:

> the level of financial support to Special Education and French Language Instruction in the 1979 and subsequent Regulations - General Legislative Grants, is consistent with that for the fiscal period ending 1978, otherwise,

the Pupil-Teacher Ratio determined for the school year 1977-78 may be increased to the extent of the cutback in special financial assistance contained in the new Regulation. Such determination shall be made by dividing the decrease in financial assistance by the average annual salary for all Teachers employed by the Board during the contract year in which the assistance is reduced or withdrawn.

KAPUSKASING RCSS, 1981-82

ARTICLE 18 - NUMBER OF TEACHERS HIRED

Refer to the Board's letter of intent.

ARTICLE 18

To the Presidents
Local Affiliates
A.E.F.O. &
O.E.C.T.A.

Dear Sir/Madam:

The Board shall hire 127 teachers, including two teachers assigned to day treatment classes, for September 1, 1981. The Board reserves itself the right and duty to respond to any fluctuations incurred by the needs of the system.

Before adopting its decision to reduce the number of teachers (if need be) the Board shall discuss its needs and its intentions with the joint committee established according to article 24.01 within the terms of this agreement.

LONDON AND MIDDLESEX RCSS, 1980-82

20.04 Pupil Teacher Ratio

The Board shall maintain a pupil-teacher ratio in J.K. to Grade 8 no greater than 23.7 : 1. The calculations of the overall pupil-teacher ratio shall be as follows:

Pupil-Teacher Ratio = $\frac{\text{September 30, 1979 Full Time Equivalent Enrollment J.K. - 8}}{\text{The number of Full Time Equivalent Certified Teacher Personnel J.K. - 8}}$

Metropolitan RCSS, 1981-82

5.01 The Board shall maintain its staffing ratios at those in operation on or approved by the Board prior to June 30, 1981, including regular classes in regular schools 30:1 and special needs schools 28.5:1 and 28:1 as per classification, and French Language schools 28:1, and no changes shall be made to any staffing ratios by the Board unless the procedures set out in 5.02 are followed.

Michipicoten RCSS 1980-82

10.01 The Board will continue to staff the Elementary School(s) at a pupil-teacher ratio which will provide the highest quality of educational services.

North of Superior RCSS, 1981-82

19:01 The Board agrees to maintain a Pupil to Teacher Ratio that will not exceed 19:1. The P.T.R. shall be defined as the ratio of full-time equivalent students in the system to full-time equivalent qualified teachers in the system.

Waterloo County RCSS, 1981-83

4.14 i) The Board will endeavour to maintain its staffing ratio of regular classroom teachers as of September 30, 1977.

Welland RCSS, 1981-82

Article 17 - Staffing

17.01 As the Board and the teachers both agree that the first priority in staffing is to provide quality education for the pupils in the classroom, every effort shall be made to organize each school with a reasonable number of students in each classroom.

17.02 To maintain quality education the Board will continue single grade classrooms wherever possible.

17.03 The Board shall establish an overall staffing complement for the school year 1981-82 based on a decrease or increase in the full-time equivalent staffing in direct proportion to the decrease or increase in the projected pupil enrolment which shall be adjusted on September 30th in accordance with the actual enrolment.

17.03.01 The formula for determining the overall staffing complement shall be as follows:

Projected Pupil Enrolment for Next Present

School Year Actual Pupil Ernolment as of September 30th of the current year		Full-time Equivalent Teachers

17.03.02 Applying the formula for the school year 1981-82, the staffing complement shall be as follows:

$$\frac{10,725}{11,027} \times 550.6 = 535.5$$

(less 1 for the replacement of the Chairman of the Internal Evaulation Committee during the 1980-81 school year) for a total of 534.5 full-time equivalent teachers.

17.03.03 For the school year 1982-83, the same formula shall be used for the calculation of the overall staffing complement except that the Board may decrease the total complement arrived at by the application of the formula by an additional number not to exceed 6.5 full-time equivalent teachers. The Board agrees to consult with the Presidents of the three local Teacher Affiliates to discuss teacher reductions which may be necessary in addition to the reduction calculated by the application of the formula.